Pitney Bowes

DM100i / DM125 / DM200L / DM225

Digital Mailing Systems

Operator Guide

SV62276 Rev. D
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We have made every reasonable effort to ensure the accuracy and usefulness of this manual; however, we cannot assume responsibility for errors or omissions or liability for the misuse or misapplication of our products.

Due to our continuing program of product improvement, equipment and material specifications as well as performance features are subject to change without notice. Your digital mailing system may not have some of the features described in this book. Available features vary, depending on the model of your mailing system, installed options, system software level, and how your system is set up.

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Declaration of Conformity According to FCC Rules Part 2 , Paragraph 2.1077

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation. Responsible party: Pitney Bowes, 1 Elmcroft Rd., Stamford, CT 06926-0700.

Note for all models: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC rules. These limits are designed to provide reasonable protection against interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

CAUTION: Changes or modifications to this equipment not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

Shielded I/O and USB cables must be used with this equipment to ensure compliance with the limits. Use of unshielded cables is prohibited.

Servicing

This equipment is not intended to be serviceable. Please refer to the warranty information if problems occur. Failed units will be returned to the Pitney Bowes U.S. Service Center. For reference purposes, the Pitney Bowes U.S. Service Center contact address is: Pitney Bowes Inc., 1 Elmcroft Road, Stamford, CT, 06926-0700. All inquiries can be done by calling 1-800 522-0020 and following the telephone prompts. Customer Service Representatives are available Monday through Friday, 8:00 AM - 8:00 PM ET.

FCC Part 68 Compliance of the Modem

This equipment complies with Part 68 of the FCC rules and the requirements adopted by the ACTA. On the bottom of this equipment is a label that contains, among other information, a product identifier in the format US:AAAEQ##TXXXX. If requested, this number must be provided to the telephone company.

This equipment is designed to be connected to a Facility Interface Code 02LS2 network with RJ11C network interface.

A plug and jack used to connect this equipment to the premises wiring and telephone network must comply with the applicable FCC Part 68 rules and requirements adopted by the ACTA. A compliant telephone cord and modular plug is provided with this product. It is designed to be connected to a compatible modular jack that is also compliant. See installation instructions for details.

The ringer equivalence number (REN) is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most but not all areas, the sum of RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact the local telephone company. The REN for this product is part of the product identifier that has the format US:AAAEQ##TXXXX. The digits represented by ## are the REN without a decimal point (for example, these models are 10 which is a REN of 1.0).

If this equipment causes harm to the telephone network, the telephone company will notify you in advance that temporary discontinuance of service may be required. But if advance notice isn't practical, the telephone company will notify you as soon as possible. Also, you will be advised of your right to file a complaint with the FCC if you believe it is necessary.

The telephone company may make changes in its facilities, equipment, operations, or procedures that could affect the operation of the equipment. If this happens the telephone company will provide advance notice in order for you to make necessary modifications to maintain uninterrupted service.

If trouble is experienced with this equipment, please contact Pitney Bowes, 1 Elmcroft Rd., Stamford, CT 06926-0700, for repair or warranty information (also see *Servicing* section above). If the equipment is causing harm to the telephone network, the telephone company may request that you disconnect the equipment until the problem is resolved. This equipment is not intended to be repaired by the customer (user).

Connection to party-line service is subject to state tariffs. Contact the state public utility commission, public service commission, or corporation commission for information.

If the installation site has specially wired alarm equipment connected to the telephone line, ensure the installation of this mailing machine does not disable the alarm equipment. If you have questions about what will disable alarm equipment, consult your telephone company or a qualified installer.

Industry Canada

This product meets the applicable Industry Canada technical specifications. The Ringer Equivalence Number (REN) is an indication of the maximum number of devices allowed to be connected to a telephone interface. The Ringer Equivalence Number (REN) of this terminal equipment is 1.0. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the RENs of all devices does not exceed five.

The abbreviation, IC, before the registration number signifies that registration was performed based on a Declaration of Conformity indicating that Industry Canada technical specifications were met. It does not imply that Industry Canada approved the equipment.

Pitney Bowes Contact List

Machine Identification

Product Name: DM100i Digital Mailing System
Model Number: P700

Product Name: DM125 Digital Mailing System
Model Number: PR00

Product Name: DM200L Digital Mailing System
Model Number: P7L1

Product Name: DM225 Digital Mailing System
Model Number: PRL1

Resources

To obtain product help through tutorials, troubleshooting pages, downloads, chat, and forums, go to:

DM100i: http://www.pb.com/support/DM100
DM125: http://www.pb.com/support/DM125
DM200L: http://www.pb.com/support/DM200
DM225: http://www.pb.com/support/DM225

To order PB supplies and accessories, go to:
http://www.pb.com and click on **Supplies**
OR
order by phone at **1-800-243-7824** (M-F 8:00 AM to 8:00 PM E.T.)

To view a list of your equipment, pay invoices online, or you have questions about your Postage-by-Phone account go to:
http://www.pb.com and click on **My Account**

For questions about your account or the product, call the Pitney Bowes Customer Care Center at **1-800-522-0020** (M-F 8:00 AM to 8:00 PM E.T.).

To contact the United Stated Postal Service® (USPS), visit:
http://www.USPS.com

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Appendix A • PC Meter Connect™ Desktop Application

Appendix B • How to Enter Text

Appendix C • Glossary

Appendix D • Specifications

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1 • Introduction

What's in this Guide

Section	Description
Chapter 1 *Introduction*	Describes the key features of your mailing system. It also includes important safety notes.
Chapter 2 *Getting to Know Your System*	Explains the purpose and shows the location of each control and machine feature. Please read this section carefully. It provides a foundation for the instructions in later sections of this book.
Chapter 3 *Running Mail*	Explains how to process mail. The operations covered here are the ones you'll use most often.
Chapter 4 *Printing Options*	Explains your printing options for incoming and outgoing mail.
Chapter 5 *Normal and Custom Presets*	Explains the Normal and Custom Presets feature for saving commonly-used settings on your machine
Chapter 6 *Adding Postage /Connecting to Data Center*	Explains how to connect your system to the Pitney Bowes Data Center so you can add postage and down-load the latest postal rates and updates to your mailing system
Chapter 7 *System Options*	Provides step-by-step instructions for customizing sys-tem operation to suit your own needs
Chapter 8 *Accounting*	Provides instructions for setting up the optional standard accounting feature.
Chapter 9 *Reports*	Provides a description of reports you can print on your system
Chapter 10 *Maintenance*	Explains how to check print quality and take care of the ink cartridge and moistener.
Chapter 11 *Troubleshooting*	Explains how to fix common problems and tells you know what error messages mean.
Chapter 12 *Supplies/Options*	Lists the supplies and options that add to the versatility of your mailing machine.
Appendix A *PC Meter Connect™*	Discusses PC Meter Connect™, which allows high-speed Internet connection to the Data Center as well as convenient access to machine settings from your PC.
Appendix B *Entering Text*	Explains how you enter text for postal codes, presets and special characters.
Appendix C *Glossary*	Explains terms unique to the world of mailing
Appendix D *Specifications*	Provides material and equipment specifications

About Your Digital Mailing System

Your digital mailing system's advanced features include:

- Space-saving, compact footprint
- ENERGY STAR® qualified design lowers operating costs and helps preserve the environment
- Large, easy-to-read display shows system status and prompts you through setup operations
- Semi-automatic envelope feeding, transport, and auto-eject
- Automatic date advance
- Keyboard-selectable envelope ads and inscriptions
- Convenient, one-button postage-adding via Postage By Phone®
- Stacker neatly stacks finished envelopes
- Ink jet printer provides clear, crisp imprints
- Integrated weighing platform weighs mail pieces (optional)
- Integrated rating feature calculates correct postage
- Date and time stamp for use on incoming mail or on sensitive documents
- Optional accounting feature tracks postage costs by department
- Password protection limits access to authorized personnel
- Full report printing capability provides hard-copy records of your postage transactions
- In-line moistener wets envelopes for sealing (optional)
- Ability to electronically download postage and system updates quickly to your machine.
- USB communication port which allows you to do postage refills/ system updates quickly and conveniently from your PC via the PC Meter Connect™ application.

Postal Requirements

The meter on your mailing machine is licensed by the United States Postal Service (USPS®) and you must follow some basic requirements.

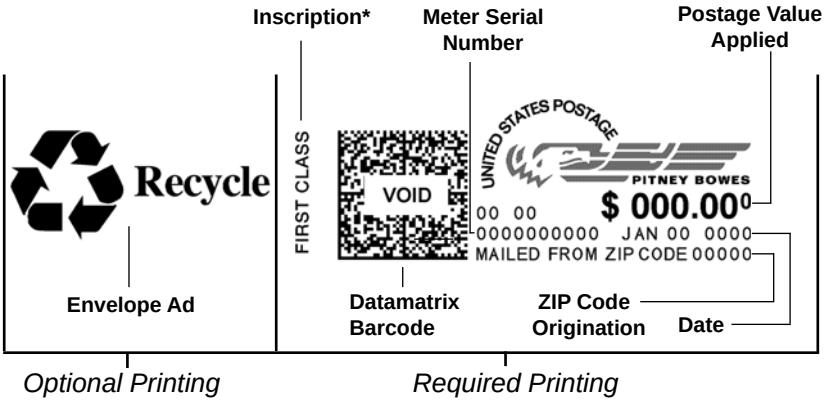
- Mail must have the correct date and postage amount in the meter stamp (indicia).
- Metered mail must bear the ZIP Code location of the post office where the postage meter (mailing machine) is registered.
- If you move to another ZIP Code location, you must update the ZIP Code by calling our Customer Care Center (see *page v*).
- The USPS® requires a postal inspection of your machine every 120 days. This postal inspection requirement can be automatically met by connecting to the Pitney Bowes Data Center to check your Postage By Phone® meter payment account balance or to add postage to your mailing machine.

  ***NOTE**:* If the interval between inspections is more than 90 days, your machine's display prompts "Connection Due." If the interval between inspections is more than 120 days, the display prompts "Connection Required By Post." At this point, you won't be able to use your mailing system until your system is inspected (i.e., connected to the Data Center). In either case, to satisfy the postal inspection requirement, simply:

  - Follow the prompts on the "Connection Due" or "Connection Required By Post" screens or
  - Press **Add Postage** and select "Check PBP Account Balance" (which will not decrease or change the funds in your account).
- Tape sheets are used to apply postage on mail pieces that are too thick or too large to run through your machine. These sheets must conform to postal specifications. For best performance, we recommend Pitney Bowes tape sheets (see *Chapter 12, Supplies* and page v for ordering information).

Sections of the Meter Stamp

These are the sections that make up the meter stamp printed on your mail piece.



*required only for certain classes of mail

What is IntelliLink™?

Your mailing system takes full advantage of IntelliLink™, your digital gateway to an entire suite of services and information that can move your mail more efficiently and enhance your business performance. IntelliLink™ technology gives you the ability to:

Add postage funds conveniently

You can add funds to your machine electronically via Pitney Bowes Postage By Phone® (requires analog phone line, a Windows PC with Internet connection, or a LAN Internet connection (DM125/DM225 only).

Download Postal Rate Updates

The latest postal rates can be downloaded precisely when you need them.

Use USPS® Confirmation Services

You can take advantage of special services offered by the USPS® such as Delivery Confirmation, Signature Confirmation, and Certified Mail if you have this optional feature.

Add Features On Demand

You can easily download envelope ads, postal inscriptions, and optional features such as departmental accounting.

Keep Your System Current

Electronic download capability means you'll always have the latest version of your machine's operating system.

About Constant Connection (LAN Network) [DM125 and DM225]

Constant Connection is an option that allows you to connect your DM125 or DM225 machine to the Pitney Bowes Data Center via a LAN network that has Internet access. Constant Connection's high-speed connectivity eliminates the need for an analog line and provides faster transmission speed when connecting through your local network.

To use, plug one end of the Ethernet cable (supplied) to your Internet LAN network port and the other end to the USB adapter which plugs into the USB port on the back of the machine (see also *Chapter 6, Adding Postage*). You may leave this connected on a permanent basis; hence the name "constant connection".

About PC Meter Connect™ Desktop Application

PC Meter Connect is another high-speed connectivity option that eliminates the need for an analog line. Similar to Constant Connection, PC Meter Connect™ enables your mailing machine to connect to the Internet but it does so via a Windows PC having an Internet connection.

You simply download the PC Meter Connect™ software from the Pitney Bowes website (see page *v*), install it onto a PC with an internet connection (broadband, DSL, network, etc.), and connect a USB cable between your mailing machine and the PC. See *Appendix A - PC Meter Connect™ Desktop Application* for more information.

Before installing the PC Meter Connect™ software, make sure your PC meets these minimum requirements:

- Windows® 2000, Windows XP (32-bit or 64-bit), Windows Vista (32-bit or 64-bit), or Windows 7 (32-bit or 64-bit) operating systems with the latest service packs (Mac OS is not supported).
- 1.2 GHz processor
- 512 MB of RAM
- administrative rights to install software
- an Internet connection.

There are two versions of PC Meter Connect™ documented in this guide, Basic for DM100i/DM200L, and Enhanced for DM125/DM225.

DM100i/DM200L Basic Version

This version allows your mailing machine to communicate to the Data Center for postage downloads and rate/system updates via a PC with internet access. All functions are performed at the mailing machine.

About PC Meter Connect™ Desktop Application

DM125/DM225 Enhanced Version

Besides the Basic features, the Enhanced version lets you, *from your PC:*

- walk through the entire installation process of your mailing machine (if that is the method you choose when first installing)
- see status messages (such as "low funds") from your machine
- see or print your postage refill history
- set machine settings, such as date and time, printing options, presets, etc.
- run accounting reports

The Enhanced version also includes links from your PC to:

- demos to walk you through common procedures
- online support for your system
- the Pitney Bowes Online Store, which provides an easy and convenient way to order ink cartridges, E-Z Seal®, envelopes, and other supplies for your system.

See *Appendix A - PC Meter Connect™ Desktop Application* for more info.

> ***NOTE:*** Topic headings in this manual that refer to a PC Meter Connect™ Enhanced feature will be listed in **green text.**

Other Sources of Information

Other sources of information for your machine include:

- The *Quick Reference Guide* has condensed versions of many of the topics covered in this book.
- The *Pitney Bowes Contact List* on page v, which provides helpful websites and phone numbers.

Important Safety Notes

Follow the normal safety precautions for all office equipment.

- Please read all instructions before you attempt to operate the system. Save these instructions for future use.
- Use only Pitney Bowes-approved supplies, in particular aerosol dusters. Improper storage and use of aerosol dusters or flammable aerosol dusters can cause an explosive-like condition that could result in personal injury and/or property damage. Never use aerosol dusters labeled flammable and always read instructions and safety precautions on the duster label.

Important Safety Notes

- Use the power cord supplied with the machine and plug it into a properly grounded wall outlet that's located near the machine and easily accessible. Failure to properly ground the machine can result in severe personal injury and/or fire.
- The power cord wall plug is the primary means of disconnecting the machine from the AC supply. The unit is on whenever it is plugged into a live receptacle, even though the operator display may be blank.
- Place the mailing machine base close to an easily accessible wall outlet. DO NOT use a wall outlet controlled by a wall switch or one that is shared with other equipment.
- Do not use an adapter plug on the line cord or wall outlet.
- Do not remove the ground pin from the line cord.
- Make sure the area in front of the wall outlet into which the machine is plugged is free from obstruction.
- DO NOT route the power cord over sharp edges or trap it between pieces of furniture. Make sure there is no strain on the power cord.
- To reduce the risk of fire or electrical shock, DO NOT attempt to remove covers or disassemble the control panel or its base. The cabinet encloses hazardous parts. If you should drop or otherwise damage the unit, call Pitney Bowes.
- Use only Pitney Bowes approved ink, tape strips, and cleaners. To obtain Material Safety Data Sheets (MSDS) for OSHA requirements, please go to www.pb.com/msds. When prompted, enter the product name, manufacturer, the Pitney Bowes MSDS Number, or reorder number of the item you are interested in.
- Keep fingers, long hair, jewelry and loose clothing away from moving parts at all times.
- Avoid touching moving parts or materials while the machine is in use. Before clearing a stall (jam), be sure machine mechanisms come to a complete stop.
- To prevent overheating, do not cover the machine.
- When removing stalled material, avoid using too much force to protect against minor personal injury and damage to the equipment.
- Use the equipment only for its intended purpose.
- Always follow the specific occupational safety and health standards prescribed for your workplace.

Important Safety Notes

CAUTION: In case of an ink spill, leaking ink or excessive ink accumulation, immediately disconnect the power cord from the wall plug and contact Pitney Bowes. All inquiries can be done by calling 1-800 522-0020 and following the telephone prompts. Customer Service Representatives are available Monday through Friday, 8:00 AM - 8:00 PM ET.

Note for California Customers Only

The battery in this product contains perchlorate material. California requires perchlorate-containing products to be accompanied by the following notice: Perchlorate Material - special handling may apply. See: http://www.dtsc.ca.gov/hazardouswaste/perchlorate/

Important Telephone Safety Instructions

The machine connects directly to analog telephone lines. For your protection, basic safety precautions should always be followed to reduce the risk of fire, electric shock, and injury to persons. These safety precautions include:

WARNING: To reduce the risk of fire, use only the 26 AWG telecommunication line cord supplied with your mailing machine.

- Never install telephone wiring during a lightning storm.
- Disconnect the system's telephone line during a lightning storm.
- Avoid using a telephone or equipment that connects to a telephone line during an electrical storm; there may be a remote risk of electrical shock from lightning.
- Do not use the telephone or equipment connected to the telephone to report a gas leak if the telephone is in the vicinity of the leak.
- Never install telephone jacks in wet locations.
- Do not use this product near water, for example, near a bath tub, wash bowl, kitchen sink or laundry tub, in a wet basement or near a swimming pool.
- Never touch uninsulated telephone wires or terminals unless the telephone line has been disconnected at the network interface.

2 • Getting to Know Your System

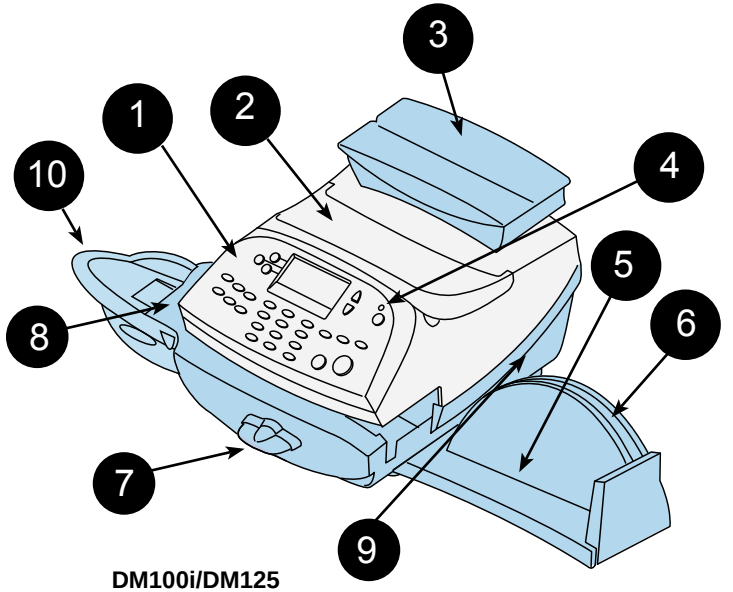
DM100i

DM125

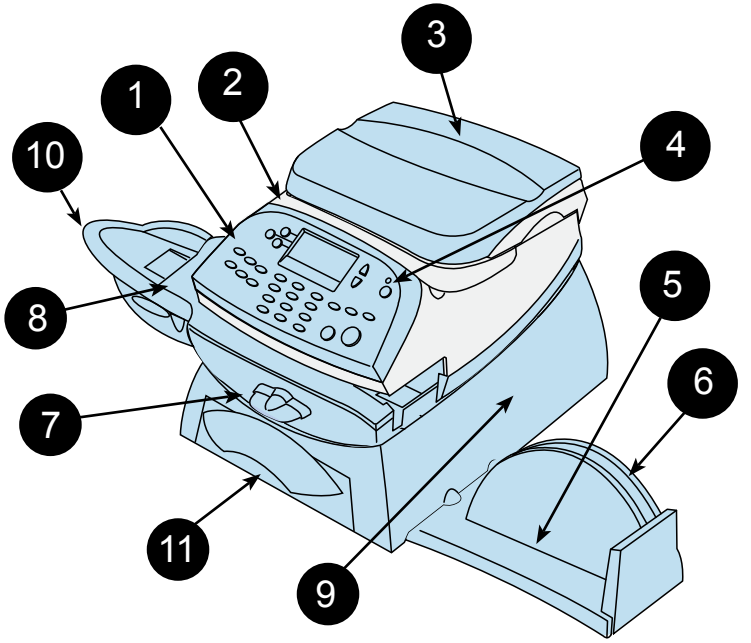
DM200L

DM225

Parts of the Machine



DM100i/DM125

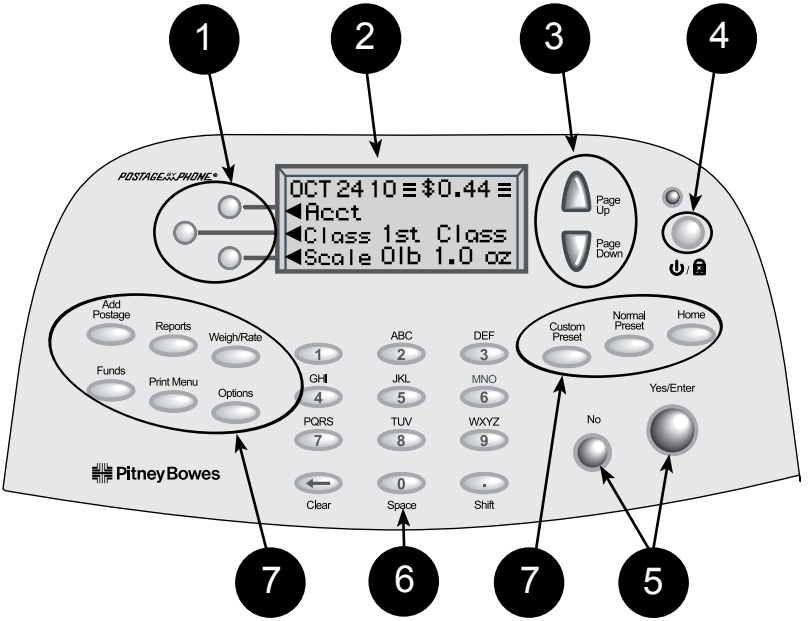


DM200L/DM225

Parts of the Machine

Item	Part	Description
1	*Control Panel*	Allows you to enter and set up information on your machine (see next page for details)
2	*Top Cover*	Opens up to allow replacement of the ink cartridge (see *Chapter 10, Maintenance*)
3	*Weighing Platform (optional)*	Allows you to weigh a mail piece (your system can then calculate postage based on the service selected)
4	*LED*	Lights green when your system is on; lights amber when your system is in "sleep" mode
5	*Stacker Tray*	Allows the neat stacking of finished mail pieces
6	*Utility Slot*	Allows you store the Quick Reference Guide, tape strips, etc. for easy access.
7	*Transport Release Lever (two position*	*Home* - transport rollers engaged for processing mail (normal) *Released* - transport rollers disengaged so you can clear a stalled mail piece ***NOTE**:* The machine won't process mail when the lever is left in the released position.
8	*Feed Deck*	Supports your envelope, post card or tape sheet as it passes under the printer mechanism
9	*Ink Waste Tank (DM125/DM225 only, partially hidden in figure)*	Collects ink waste. Can slide out for maintenance.
10	*Moistener (optional)*	Applies sealing fluid to the envelope flap (you can seal envelopes or leave them unsealed, depending on how you feed them)
11	*Storage Drawer (DM200L/ DM225 only)*	Holds your USPS® Confirmation Services and USPS® Return Receipt labels when used

Control Panel

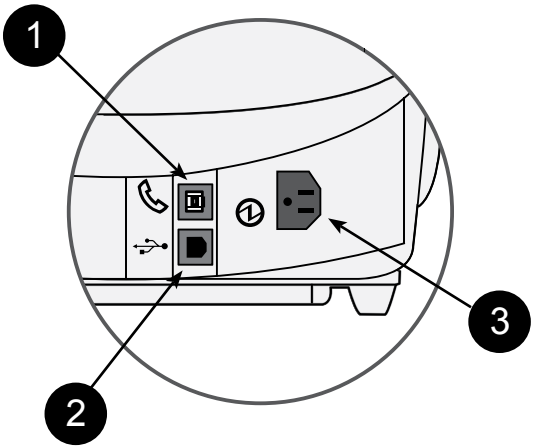


Item	Part/Key	Description
1	*Screen Selection Keys*	Allows you to select an option (◄) on the screen with the corresponding key
2	*LCD Display*	Shows the current status of your system and prompts you through all operations
3	*Page Up/Page Down (Scroll Keys)*	Allows you to scroll up and down through menu choices (when lit, it indicates more choices)
4	*Lock/Power Key*	Allows you to power up or power down machine. If the lock code feature has been enabled, you can either power down the machine or put the machine into lock-down mode. In lock-down mode, access to the machine requires entering a four-digit lock code.
5	*Yes/Enter and No Keys*	Allows you to confirm an operation or answer “Yes” or "No" to a prompt (the Yes key also functions as the Enter key for data entry)
6	*Alpha/Numeric Keypad*	Allows you to type in numbers and letters for account names, postage values, and other information (see *Appendix A, How to Enter Text*)

Control Panel

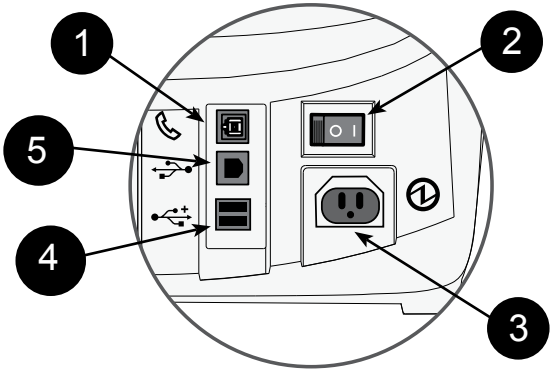
Item	Part/Key	Description
7	Feature Keys	Allows you quick access to the key features on the system:
	Home	Takes you back to the Home (date/postage) screen
	Normal Preset	Allows you to recall settings that contain the most commonly printed postage value you use in your home or office (see *Chapter 5, Normal and Custom Presets*)
	Custom Preset	Allows you access to up to five or ten custom settings that you can assign values such as postage amount, ad, account number, etc. (see *Chapter 5, Normal and Custom Presets)*
	Funds	Allows you to check your postage funds and number of mail pieces processed (see *Chapter 6, Adding Postage*)
	Add Postage	Allows you to add (refill) postage funds to your machine conveniently (see *Chapter 6, Adding Postage*)
	Reports	Allows you to generate reports for postage, accounting, and other types of data (see *Chapter 9, Reports*)
	Weigh/Rate	Allows you to weigh and calculate postage based on service selected (see *Chapter 3, Running Mail*)
	Options	Allows you to access system setup information such as date, time, postage, accounts, passwords, etc. (see *Chapter 7, System Options*)
	Print Menu	Allows you access to all the information printed on a mail piece such as date, time, postage, ad, inscriptions, etc. (see *Chapter 3, Running Mail*)
	IMPORTANT: When you press one of the Feature keys, any entry in the preceding screen is lost unless you have first pressed the **Yes/Enter** key to confirm the entry. For example, if you entered an account name on one screen and then immediately pressed another Feature key, the account name will not be recorded by the system.	

Connections on Back of Machine (DM100i/DM200L)



Item	Part	Description
1	*Phone Jack*	Allows you to connect to an analog phone line via a standard RJ-11 phone plug (supplied) so you can connect to the Pitney Bowes Data Center (see *Chapter 6, Adding Postage*)
2	*USB Port (type B peripheral port)*	Used to connect to: • the Pitney Bowes Data Center via a USB cable connected to a Windows PC that has Internet access (known as PC Meter Connect™ desktop application). See *Chapter 6, Adding Postage* or *Appendix A* for more information. • Data Exchange (optional software product), which allows you to transfer Standard Accounting data from your mailing machine to your PC
3	*Power Input*	Connects to AC power cord (supplied)

Connections on Back of Machine (DM125/DM225)



Item	Part	Description
1	*Phone Jack*	Allows you to connect to an analog phone line via a standard RJ-11 phone plug (supplied) so you can connect to the Pitney Bowes Data Center (see *Chapter 6, Adding Postage*)
2	*Power Switch*	Turns power On or Off to the machine
3	*Power Input*	Connects to AC power cord (supplied)
4	*USB Port (type A host port)*	Used to connect: • to the Pitney Bowes Data Center via LAN Internet using a USB to LAN network adapter (known as Constant Conection; see *Chapter 6, Adding Postage*) • an external printer to print report data • a scanner for scanning barcodes applied to certain USPS Confirmation Services on mail pieces • an external weighing platform (scale) • a USB flash drive to store accounting data for high-end accounting systems (e.g., InView™)
5	*USB Port (type B peripheral port)*	Used to connect to: • the Pitney Bowes Data Center via a USB cable connected to a Windows PC that has Internet access (known as PC Meter Connect™ desktop application). See *Chapter 6, Adding Postage* or *Appendix A* for more information. • Data Exchange via a PC (optional software product), which allows you to transfer Standard Accounting data from your machine to your PC

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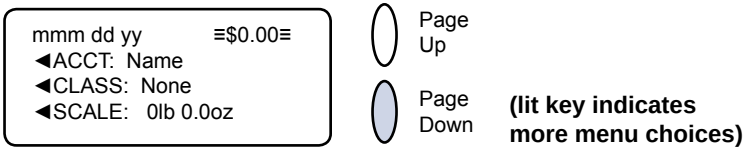
3 • Running Mail

Home Screen

When you power up your system, the Home screen appears on the operating display. If your system has been set up to require a lock code or password, you are prompted to enter it.

A typical Home screen is shown below (your screen may vary slightly depending on the options you may have on your machine):



NOTE: Topic headings in this manual that refer to a PC Meter Connect™ Enhanced feature will be listed in **green text.**

Checking Funds (Postage) Availability in Machine

At a PC Using PC Meter Connect™ (Enhanced Version)

At the Postage tab (which is the default tab that displays when you first launch the program), the postage in the machine is displayed under the "Current Meter Balance" section.

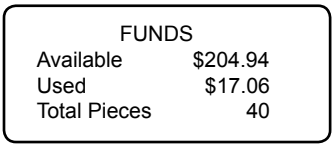
NOTE: If you are accessing features from PC Meter Connect™ (Enhanced version), please keep in mind the following:

- If the machine is in "sleep" mode, accessing a feature from the Main Window will "awaken" the system.
- Once in an awaken state, the machine must be at the "Home" screen (ready to print postage) to use features found on the *Postage*, *Updates*, and *My Meter* tabs on the Main Window. Otherwise, a "meter is busy" message displays on the PC. This condition can happen, for example, if you have the Accounting option set up on the system and the machine is waiting for someone to select an account for printing postage.

Checking Funds (Postage) Availability in Machine

At Mailing Machine

1. Press **Funds**.
2. The funds left, used, and pieces processed display.



Available – the amount of funds (postage) left in your meter

Used – the total of all postage ever used in the meter

Total Pieces – the total number of mail pieces run through the meter that had postage applied

3. Press **Clear** (back arrow key) or **Home** to return to Home screen.

Printing a $0.00 Meter Test Print

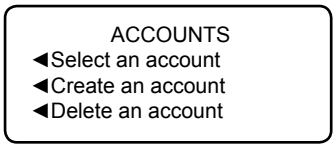
Periodically, you may want to conduct a test print to determine if your print mechanism is operating correctly. One way to do this is to print a $0.00 indicia so as not to waste postage. At the Home screen, simply press **Zero**, then press **Yes/Enter**, and slide an envelope (or tape sheet) through the machine.

The other way is to run the test print option from the menu (see *Chapter 10, Maintenance,* "Test Print" section).

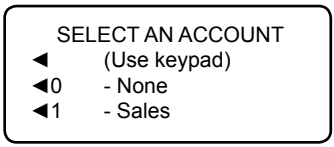
Selecting an Account to Track Postage (Optional)

If the accounting feature has been turned on, you need to select an account to track postage *before* you process mail. See *Chapter 8, Standard Accounting,* for information on setting up this feature.

1. From Home screen, press the selection key next to ACCT: line to display the Accounts menu.
2. Select "Select an account"

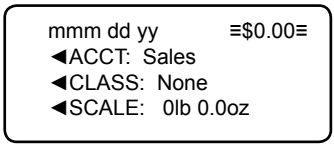


3. The "Select an Account" screen displays (a sample is shown below). Press **Page Down** to see more choices (if lit). To select an account:



   A. You may either key in the first digit of the account number if you know it and press **Yes/Enter**, OR
   B. Use the appropriate selection key next to the arrow.

4. If a password has been assigned to this account, you will be prompted to enter one. Key in the 4-digit password if necessary.
5. You return to the Home screen with the name of the account listed (the example below shows "Sales" as the account chosen).



Applying Postage

There are several ways you can apply postage using your mailing system:

- Key in the postage directly from the keyboard when you already know the amount
- Enter the weight of the mail piece manually and have the system calculate the postage amount using the system's internal rating feature
- Place the mail piece on the integrated weighing platform and have the system calculate the weight and then postage amount using the system's internal rating feature

Each method is described in its own section that follows.

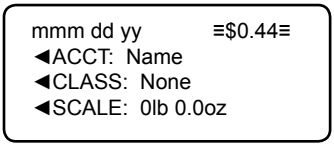
***NOTE 1**:* Use tape sheets to apply postage for large pieces and parcels that can't be run through the machine (see *Chapter 12, Supplies and Options* for ordering tape sheets). Feed the tape sheets into the machine the same way you would feed an envelope. Apply the postage tape sheets on the mail piece or parcel.

***NOTE 2**:* The system allows you to enter either a ZIP code or a Zone number for those USPS® classes and services that require a destination entry (e.g., Priority class over 1 lb.). When prompted to enter a destination in these cases, you may either key in the one-digit Zone number (0-8) and select "This is a Zone" or key in the 5-digit ZIP code and select "This is a ZIP Code".

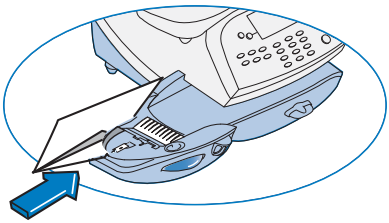
Applying Postage

Keying In the Postage Directly

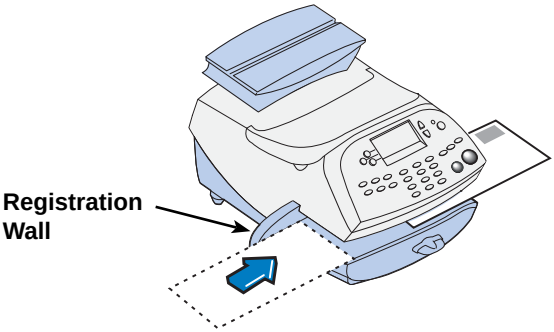
1. From the Home screen, enter the postage using the numeric keys. Do not enter the decimal point.
2. Press **Yes/Enter** to confirm the amount.



3. If using the moistener, place flap along moistener and move towards the right.



4. Place the envelope up against the registration wall of the system and slide it to the right until the system grasps it. The system prints the meter stamp and ejects the envelope/tape sheet

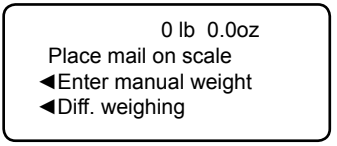


Applying Postage

Entering Weight Manually

This procedure can be used when you already know the weight of a mail piece and you are not using the integrated weighing platform.

1. Press **Weigh/Rate**.
2. Select “Enter Manual Weight”.

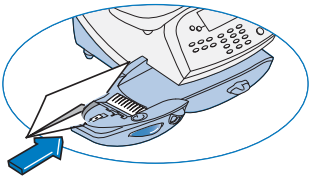


3. Key in pounds and select “Set Pounds” (maximum is 70 lbs.).
4. Key in ounces and select “Set oz and Continue”.
5. Select the desired class by pressing the key next to the class name (use the scroll keys to see additional classes).
6. If there is no value next to the class name, more information is needed. Follow the prompts for the options and/or services available for this class of service. The last screen is usually "Services" and lists special services such as COD and Insurance.

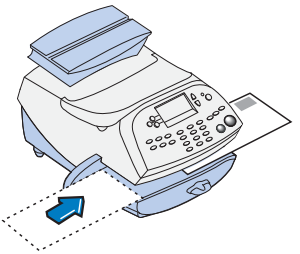
   NOTE: If you are unsure if a particular class is valid for your mail piece, call your local post office or visit www.usps.com.

7. Select "Done" when finished entering all the class options and fees.

8. If using the moistener, place flap along moistener and move towards the right.



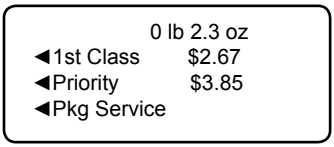
9. Place the envelope up against the registration wall of the system and slide it to the right until the system grasps it. The system prints the meter stamp and ejects the envelope/tape sheet.



Applying Postage

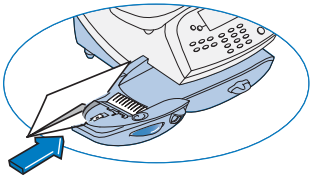
Using the Weighing Platform (Scale)

1. Make sure scale is activated (you will see “0lb. and 0.0oz” next to the "Scale" on the display). See *Chapter 7, System Options* to turn your scale on if necessary.
2. Place mail piece on scale. The weight of the mail piece will appear on the top-line of the display and valid classes and rates for this weight are displayed.

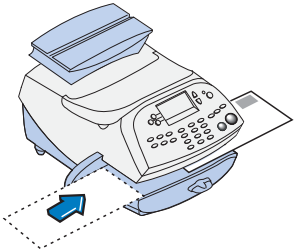


3. Select the desired class by pressing the key next to the class name (use the scroll keys to see additional classes).

   NOTE: If you are unsure if a particular class is valid for your mail piece, call your local post office or visit www.usps.com.
4. If there is no value next to the class name, more information is needed. Follow the prompts for the options and/or services available for this class of service. The last screen shows "Services" and lists special services such as COD and Insurance.
5. Select "Done" when finished entering all the class options and fees.
6. If using the moistener, place flap along moistener and move towards the right.



7. Place the envelope up against the registration wall of the system and slide it to the right until the system grasps it. The system prints the meter stamp and ejects the envelope/tape sheet.

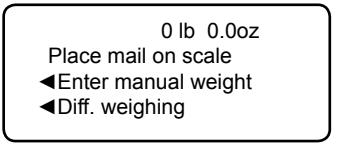


Applying Postage

Using Differential Weighing

Differential weighing is an optional feature that allows you to place multiple items on the scale, remove one item at a time, rate that item, and put postage on it. This is repeated until you have finished all of the items on the scale. This procedure is usually done when you have multiple mail pieces with different weights but all using the same class for rating.

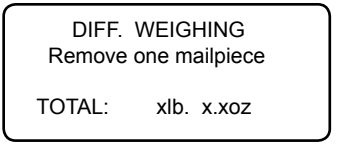
1. Press **Weigh/Rate**.
2. Select “Diff. weighing”.



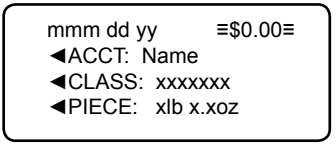
3. Place all items on the scale.
4. Select the desired class by pressing the key next to the class name (use the scroll keys to see additional classes).
5. If there is no value next to the class name, more information is needed. Follow the prompts for the options and/or services available for this class of service. The last screen is usually "Services" and lists special services such as COD and Insurance.

   NOTE: If you are unsure if a particular class is valid for your mail piece, call your local post office or visit www.usps.com**.**

6. Select "Done" when finished entering all the class options and fees.
7. Remove one item from the scale.



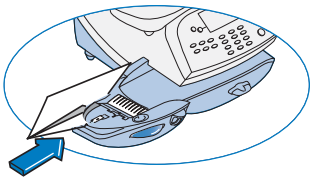
8. A ready to print postage screen displays, which includes the rating class you've chosen and piece weight of the item removed.



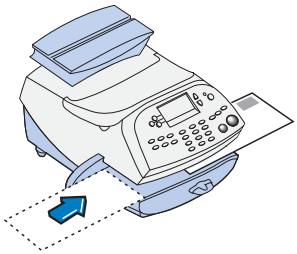
Applying Postage

Using Differential Weighing (cont'd)

9. If using the moistener, place flap along moistener and move towards the right.



10. Place the envelope up against the registration wall of the system and slide it to the right until the system grasps it. The system prints the meter stamp and ejects the envelope/ tape sheet.



11. The same screen from Step 7 appears.

```
DIFF.  WEIGHING
Remove one mailpiece

TOTAL:      xlb.  x.xoz
```

Repeat steps 7 -10 for each item that needs postage.

12. When you have removed the last item from the scale, the "LAST ITEM" screen displays.

```
LAST ITEM
◄Rate this item
◄Exit Diff. Weighing
◄Continue
```

Rate this item – select this option if you want to rate the last piece removed. A ready to print postage screen displays. Follow Steps 8-11 above. The Home screen displays when you are done.

Exit Diff. Weighing – select this option if you want to exit this mode without rating the last item. The Home screen displays.

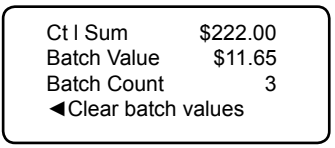
Continue – select this option if you want to continue rating more items with the same rate. A "Place mail on scale" screen displays. Follow Steps 7-11 above to continue.

Checking and Clearing the Batch Count

Your system has the ability to keep track of batches of mail if desired. You may use this feature to track the amount of mail going out per day, per week, per month, etc. The system stores the postage value and piece count information in a "batch register". You can view and print the batch register values at any time. You can also clear/ reset the batch register to zero when necessary.

Viewing (Checking) the Batch Count

1. Press **Funds**.
2. Press **Page Down**.
3. The display shows the batch information (a sample screen is shown below).



Batch Count – the number of mail pieces that had postage applied since the last time the batch count was cleared

Batch Value – the amount of postage applied since the last time the batch value was cleared

4. Press **Clear** (back arrow key) or press **Home** to return to the Home screen.

Checking and Clearing the Batch Count

Printing the Batch Count

1. Press **Funds**.
2. Press **Page Down** twice and select "Print Funds Report".
3. At the "Please insert envelope or tape sheet to print report" prompt, place the envelope/tape sheet up against the back wall of the system and slide it to the right until the system grasps it. The Funds Reports is printed and the envelope/tape strip is ejected.

Used – the total of all postage ever used in the meter

Available – the amount of postage left in the meter

Total Pieces – the total number of mail pieces run through the meter that had postage applied

Control Sum – the total of all postage refills for the meter. It equals the amount *Used* plus *Available funds.* This is a postal requirement that verifies an accurate accounting of postage in your meter.

Batch Count – the number of mail pieces that had postage applied since the last time the batch count was cleared

Batch Value – the amount of postage applied since the last time the batch value was cleared

PBP Serial No. – serial number of this meter (normally meter number)

4. Press **Home** to return to the Home screen.

Clearing the Batch Count

IMPORTANT: Make sure you really want to clear the batch count; once you do, you can't restore the data.

1. Press **Funds**.
2. Press **Page Down** and select "Clear batch values".
3. At the "Confirm Clear" prompt, press **Yes/Enter** to confirm. The batch value and batch piece registers return to zero
4. Press **Home** to return to the Home screen.

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4 • Printing Options

Printing Options Overview

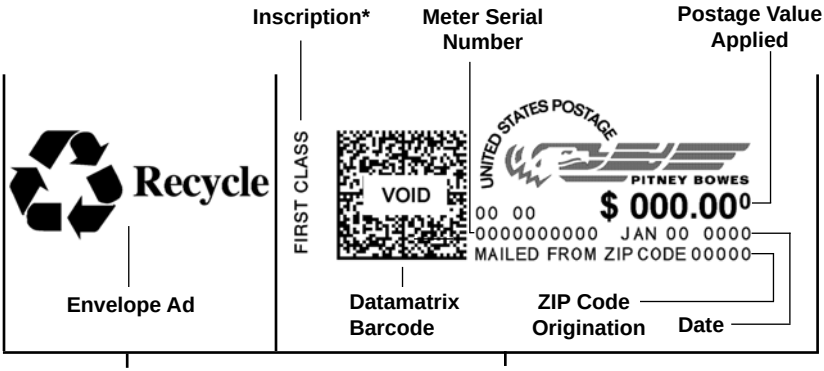
There are various printing options available when processing mail through your machine. Refer to the table below.

Printing Option	*Used for Outgoing Mail*	*Used for Incoming Mail*
Print a normal meter stamp (postage indicia)	X	
Manually changing printed date for meter stamp	X	
Bypass all printing and only seal the envelope	X	
Omit day or date when printing a meter stamp	X	
Add a postal inscription to the meter stamp	X	
Add an envelope advertisement to the meter stamp	X	
Adjust horizontal print position of the meter stamp	X	
Print the time and date only (no meter stamp)		X
Print an ad, time and date only (no meter stamp)		X

NOTE: Topic headings in this manual that refer to a PC Meter Connect™ Enhanced feature will be listed in **green text.**

Sections of the Meter Stamp

These are the sections that make up the meter stamp printed on your mail piece.



*required only for certain classes of mail

Printing a $0.00 Meter Stamp

Periodically, you may want to conduct a test print to determine if your print mechanism is operating correctly. One way to do this is to print a $0.00 indicia so as not to waste postage. At the Home screen, simply press **Zero**, then press **Yes/Enter**, and slide an envelope (or tape sheet) through the machine.

The other way is to run the test print option from the menu (see *Chapter 10, Maintenance,* "Test Print" section).

Auto-Advance of Printed Date for the Meter Stamp

The system is set from the factory to automatically advance the printed date on the meter stamp (as well as its internally held date) when the system time reaches 12:00 AM. However, you may change the time of day when the auto-advance of the date occurs (see *Chapter 7, System Options* for more information).

Manually Changing Printed Date for the Meter Stamp

You may want to advance the date printed on the meter stamp if it is after normal business hours and you want to prepare outgoing mail for a future business day's mailing.

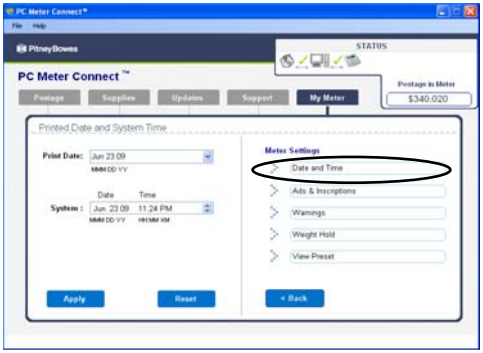
IMPORTANT:

- You can advance the date up to 30 days from the current date.
- Changing the printed date does not change the machine's internally held date.
- You can always return the printed date to the current date.
- You cannot change the printed date to a date earlier than the machine's internally held date (in an effort to "backdate" the mail).
- Accounting data is posted on the actual date the mail piece is run (per the internal clock/calendar in the mailing system), *not by the date printed on the meter stamp*.

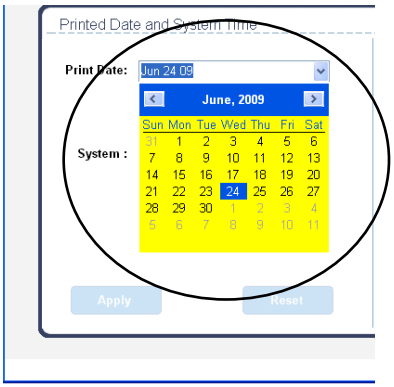
Manually Changing Printed Date for the Meter Stamp

At PC Using PC Meter Connect™ (Enhanced Version)

1. At the *My Meter* tab, select **Meter Settings**.
2. Select **Date and Time**.



3. In the Print Date field, access the dropdown calendar. Use the **<** or **>** keys to select the month, then click on the day you want to print on your meter stamp.


Printed Date and System Time
Print Date:
Jun 24 09
June, 2009
Sun Mon Tue Wed Thu Fri Sat
31 1 2 3 4 5 6
7 8 9 10 11 12 13
14 15 16 17 18 19 20
21 22 23 24 25 26 27
28 29 30 1 2 3 4
5 6 7 8 9 10 11
System :
Apply
Reset

4. Click **Apply**. A confirmation screen displays the new date. Click **OK.**
5. To set the date on your mail back to the current date, repeat steps 1-4 and select today's date.

Manually Changing Printed Date for the Meter Stamp

At PC Using PC Meter Connect™ (Enhanced Version)

NOTE: If you are accessing features from PC Meter Connect™ (Enhanced version), please keep in mind the following:

- If the machine is in "sleep" mode, accessing a feature from the Main Window will "awaken" the mailing system.
- Once in an awaken state, the machine must be at the "Home" screen (ready to print postage) to use features found on the *Postage*, *Updates*, and *My Meter* tabs on the Main Window. Otherwise, a "meter is busy" message displays on the PC. This condition can happen, for example, if you have the Accounting option set up on the system and the machine is waiting for someone to select an account for printing postage.

At Mailing Machine

1. Press **Options**.
2. Select “Advance the date”.
3. Displays current date in MM DD YY format. You may either:
   A. Select “Add one day” to advance date one day for each pressing of the key.
   B. Key in a number (in US from 1-30) representing the number of days you want to advance the date, *then select* “Add x days (1-30)”.
4. Select “Continue”. The new date now shows in the Home screen.
5. To set the date on your mail back to the current date, press **Options** and select “Set to todays date”. You will be returned to the Home screen with the current (today's) date set.

Setting the Machine to Today's Date

1. Press **Options**.
2. Select “Set to todays date". You will be returned to the Home screen with the current (today's) date set.

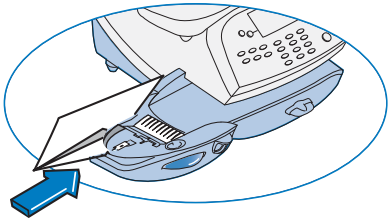
Bypass All Printing and Only Seal the Envelope

If using the moistener with pre-addressed envelopes, you can set up your mailing system to seal envelopes without printing a meter stamp on them.

1. Press **Print Menu**.
2. Select "Seal Only".

The "Seal Only- No Printing" screen appears.

3. Place flap along moistener and move towards the right.

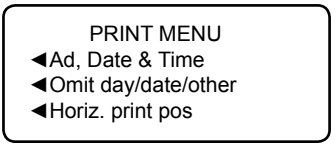


4. Slide the envelope to the right until the system takes hold of it. The system seals and ejects the piece.
5. Select “Exit Seal Only” when finished to return to the Home screen.

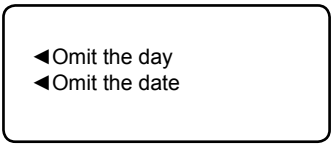
Omitting/Restoring Day or Date on the Meter Stamp

For most mailings, you normally print the date as part of the meter stamp. However, for certain classes of mail, you may want to turn off the date. Call your local post office or visit www.usps.com for further information.

1. Press **Print Menu**.
2. Press **Page Down** and select “Omit day/date/other".

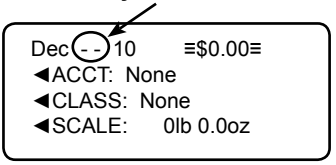


3. Select either "Omit the day" or "Omit the date".

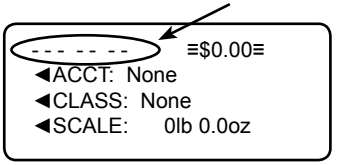


4. You will return to the Home Screen and either the day or date will not display or print on the meter stamp.

Day Omitted



Date Omitted



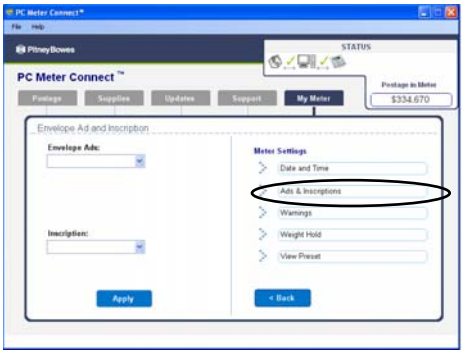
NOTE: If you want to restore the day or date, do Steps 1 and 2 above, but select "Restore the day" or "Restore the date which will now display in Step 3.

Adding/Removing a Postal Inscription to Meter Stamp

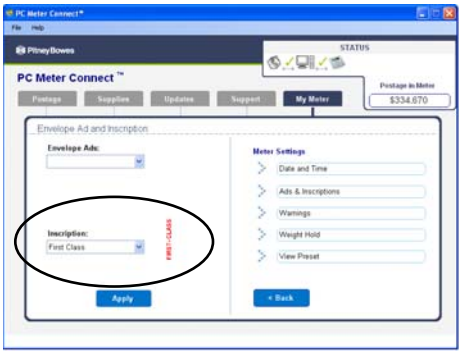
IMPORTANT:
The postal inscription that prints on the meter stamp is a separate setting from the postal class you have chosen to rate your mail piece. The two normally should match for your mail piece. However, changing one on your machine does NOT automatically change the other. You need to change each in their separate settings (see *Chapter 3, Running Mailing* for changing the postal class for rating).

At a PC Using PC Meter Connect™ (Enhanced Version)

1. At the *My Meter* tab, select **Meter Settings**.
2. Select **Ads & Inscriptions**.



3. In the Inscription field, use the dropdown list to select the desired inscription, or select the blank option to remove an inscription. If you've chosen an inscription, the inscription displays on the screen.

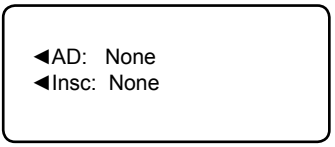


4. Click **Apply**.

Adding/Removing a Postal Inscription to Meter Stamp

At Mailing Machine

1. From Home screen, press **Page Down** to second screen and select "Insc."



2. Select “Select an Inscript”.
3. You may either:
   A. Key in the inscription number and press **Yes/Enter**.
   B. Scroll through inscriptions and then select the inscription.
4. You return to the Home screen with the name of the inscription listed on the second screen.

Downloading a Postal Inscription into Your Machine

Your system comes pre-loaded with certain postal inscriptions. If you want another postal inscription, contact Pitney Bowes (see page *v*). Inscriptions can be purchased and downloaded directly into your mailing system.

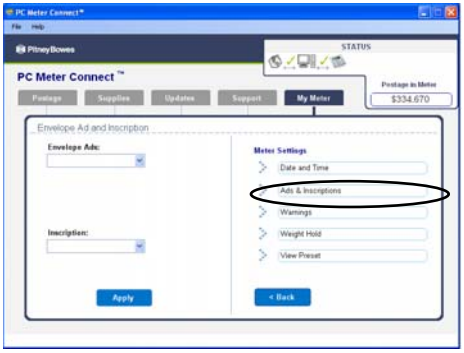
***NOTE**:* Your inscription must be purchased and the machine must be connected to Pitney Bowes Data Center for this download procedure.

1. From Home screen, press **Page Down** to second screen and select "Insc."
2. Select “Install an Inscript.”.
3. Select "Connect now". The system connects to the Pitney Bowes Data Center (this may take a few moments). Various screens display, letting you know the status of the process.
4. After connection is made and the download has completed, a message stating so displays. Select "OK".
5. You return to the Home screen. Follow the procedure "Adding/Removing a Postal Inscription to the Meter Stamp" above to select your new inscription.

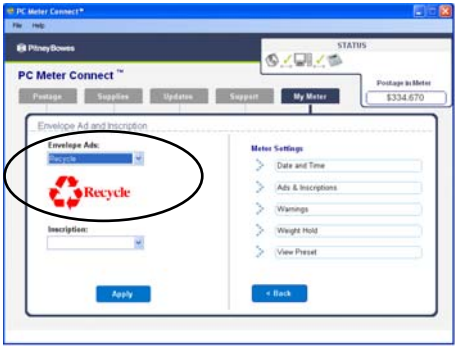
Adding/Removing an Envelope Ad to the Meter Stamp

At a PC Using PC Meter Connect™ (Enhanced Version)

1. At the *My Meter* tab, select **Meter Settings**.
2. Select **Ads & Inscriptions**.



3. In the Envelope Ads field, use the dropdown list to select the desired Ad, or select the blank option to remove an ad. If you've chosen an ad, the ad displays on the screen.



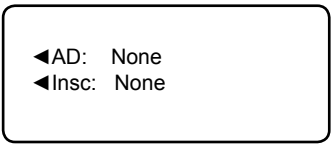
4. Click **Apply**.

   NOTE: The machine must be at the "Home" screen before the changes can be applied.

Adding/Removing an Envelope Ad to the Meter Stamp

At Mailing Machine

1. From Home screen, press **Page Down** to second screen and select “AD:”.



2. Select “Select an Ad”.
3. You may either:
   A. Key in the ad number and press **Yes/Enter**.
   B. Scroll through ads and then select the ad.
4. You return to the Home screen with the name of the account listed on the second screen.

Downloading an Envelope Ad into Your Machine

Your system comes pre-loaded with several envelope ads. If you want another envelope ad, contact Pitney Bowes (see page *v*). Ready-made items can be purchased and downloaded directly into your mailing system. We can also work with you to create custom ads.

NOTE: Your ad must be purchased and the machine must be connected to Pitney Bowes Data Center for this download procedure.

1. From Home screen, press **Page Down** to second screen and select "AD.”
2. Select “Install an Ad”.
3. Select "Connect now". The system connects to the Pitney Bowes Data Center (this may take a few moments). Various screens display, letting you know the status of the process.
4. After connection is made and the download has completed, a message stating so displays. Select "OK".
5. You return to the Home screen. Follow the procedure "Adding/Removing an Envelope Ad to the Meter Stamp" above to select your new ad.

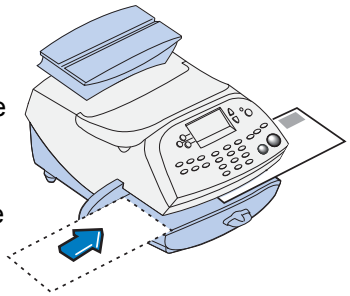
Printing the Date and Time Only (no meter stamp)

You may want to use this feature to time-stamp incoming mail or sensitive documents.

1. Press **Print Menu**.
2. Select "Date & Time Only".

The "Date and Time Only - No Postage Printing" screen appears.

3. Place the envelope up against the registration wall of the system and slide it to the right until the system grasps it. The system prints the time and date and ejects the envelope/tape sheet.



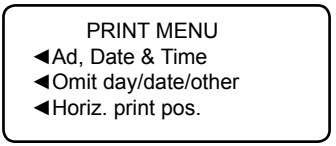
NOTE: Make sure you orient the mail piece so the date and time prints on a blank section of the mail piece.

4. Select “Exit Date and Time” when finished to return to the Home screen.

Printing an Ad, Date, and Time Only (no meter stamp)

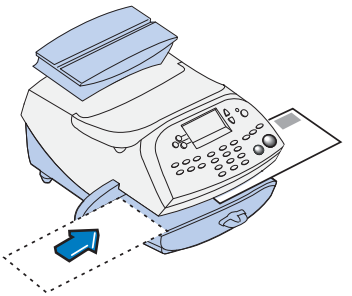
You may want to use this feature in conjunction with selecting the "Received" envelope ad to time-stamp incoming mail or sensitive documents.

1. Press **Print Menu**.
2. Press **Page Down** and select "Ad, Date & Time".



3. The "Print Ad, Date & Time" screen appears.
   - If you have already an envelope ad set as part of your meter stamp, that ad is listed on the display next to the "Ad" selection. If this is the correct ad, continue with step 4.
   - If you need to change the ad, or select one if none was chosen, select "Ad", then select "Select an Ad". Choose an ad from the list provided. You return to the "Print Ad, Date & Time" screen.
4. Place the envelope up against the registration wall of the system and slide it to the right until the system grasps it. The system prints the ad, time and date, and ejects the envelope/tape sheet.

   NOTE: Make sure you orient the mail piece so the date and time prints on a blank section of the mail piece.

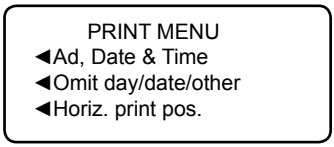


5. Select “Exit Ad Date & Time” when finished to return to the Home screen.

Adjusting Horizontal Print Position of Meter Stamp

You may need to adjust slightly the left/right print position of the meter stamp on a mail piece.

1. Press **Print Menu**.
2. Press **Page Down** and select “Horiz. print pos.”



3. Key in the print distance from the right edge of the envelope to the meter stamp (from 3-24 mm).
4. Press **Yes/Enter** to return to the Print Menu.

This page was put in as a placeholder so you can print this guide in a duplex (double-sided) mode while keeping the proper page positions.

5 • Normal and Custom Presets

What is a Preset?

A preset is very similar to a “shortcut” on your computer. It recalls a setting that already contains the postage class, the postage value, fees for special service such as Delivery Confirmation, and possibly other values.

Your machine has two types of presets, Normal and Custom; and they actually work the same way. The Normal Preset is simply the “most frequently used” preset, and contains the values that always appear on your machine when it is first powered on or after it awakens from a "sleep" mode. Generally, Custom Presets contain more postal parameters than the Normal Preset, and are used less frequently.

Why Should I Use Presets?

Presets save you time. You don’t have to concern yourself with individually selecting the class, special services, etc. – all that information is automatically contained in the preset.

The Normal preset is generally set to the most commonly printed postage value you use in your home or office. Many of our customers choose to set the Normal preset for First Class Letter, since that is the cost of mailing a 1-ounce, First Class letter.

Why Should I Always Include a USPS® “Class” in my Preset?

The advantage of including a Class as part of your Preset is that anytime there is a USPS® rate change, when you download the new rates into your mailing system, your Preset will automatically be updated with the new rate, if applicable. If there is no Class associated with your Preset, the system has no way of knowing which value to update.

i ***NOTE:*** Topic headings in this manual that refer to a PC Meter Connect™ Enhanced feature will be listed in **green text.**

Normal Preset

Normal Preset comes pre-configured. You can change these settings by re-defining new values (vs. editing existing values) by following the "Defining New Values for the Normal Preset" procedure later in this chapter.

IMPORTANT:

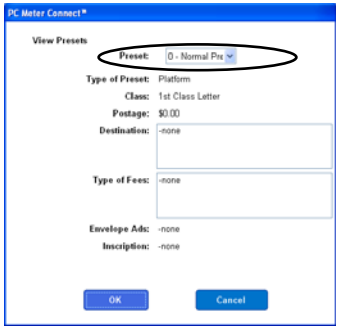
- To invoke the Normal Preset values, press **Normal Preset**.
- You cannot delete the Normal Preset, but you can define new values for the Normal Preset based on the current condition of the machine.
- You cannot modify the name of the Normal Preset.
- You cannot assign an account to the Normal Preset (if you have enabled the accounting feature).
- The Normal preset must include a class.
- The machine reverts to the Normal Preset values:
  - when the machine is first turned on
  - when the machine “wakes up” after sleep mode
- When a rate change become effective, always check the postage values assigned to all presets to make sure that they comply with the new rates.

Normal Preset

Viewing the Values of the Normal Preset

At a PC Using PC Meter Connect™ (Enhanced Version)

1. Select the *My Meter* tab.
2. Click *Meter Settings.*
3. Click on "View Preset".
4. At the Preset field, use the dropdown menu to view or select the Normal preset.



View Presets Screen from *PC Meter Connect*™

5. Click **OK** (to accept the new choice) or **Cancel** (to leave the old choice).

NOTE: If you are accessing features from PC Meter Connect™ (Enhanced version), please keep in mind the following:

- If the system is in "sleep" mode, accessing a feature from the Main Window will "awaken" the machine.
- Once in an awaken state, the machine must be at the "Home" screen (ready to print postage) to use features found on the *Postage*, *Updates*, and *My Meter* tabs on the Main Window. Otherwise, a "meter is busy" message displays on the PC. This condition can happen, for example, if you have the Accounting option set up on the system and the machine is waiting for someone to select an account for printing postage.

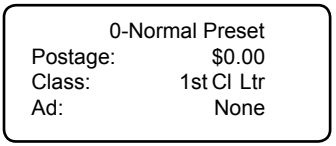
Normal Preset

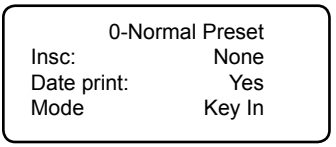
Viewing the Values of the Normal Preset (cont'd)

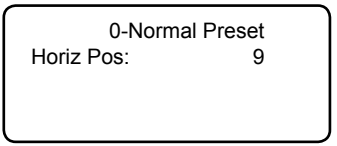
At Meter

1. Press **Custom Preset**.
2. Press **Page Down**.
3. Select "View Preset". The display lists all presets.
4. Select "Normal Preset" (it should be the first preset on the list). The first screen of defined values for Normal Preset is listed. Press **Page Down** to see the remainder of the defined values.

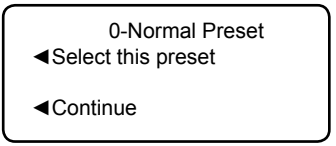
   NOTE: The number of screens and the values displayed may vary, depending on the options used for your preset and the options installed on your machine.







5. When you press **Page Down** to the last screen, you have a choice:



   A. If you want to use the Normal Preset as is, select "Select this preset". You return to the Home screen with the Normal Preset chosen (using the values just shown).
   B. Select "Continue" to return to the View a Preset screen.

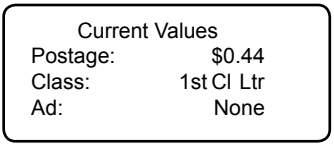
Normal Preset

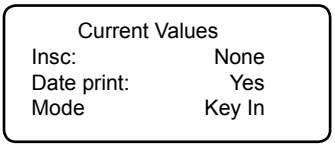
Defining New Values for the Normal Preset

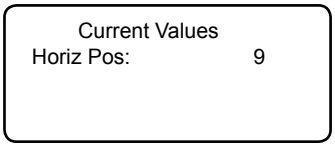
To define new values (change the settings) for the Normal preset:

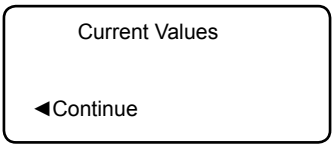
1. Establish the proper settings on the machine (such as 1st Class letter, No Ad, etc.) that you want the preset to contain.
2. Press **Custom Preset**.
3. Select "Define Normal Preset".
4. You will be prompted if all current values are correct:
   A. If you press **Yes/Enter**, the new values are saved and you return to the Custom Presets menu.
   B. If you press **No**, the system will display the current values. Press **Page Down** to see the remainder of the current values.

   NOTE: The number of screens and the values displayed may vary, depending on the options used for your preset and the options installed on your machine.





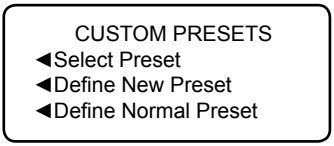




5. Select "Continue" at the last screen to return to the first screen in step 4, and save the current values as the Normal preset, or press **Home** to return to the Home screen to establish the proper settings (see step 1).

Custom Presets

The machine can store up to 10 Custom Presets. Press **Custom Preset** to access the Customer Preset menu:



IMPORTANT:

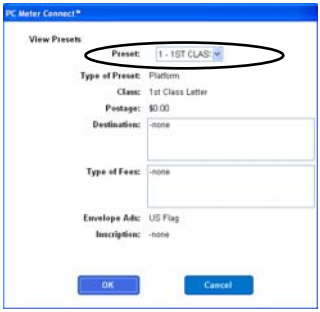
- There is no option to "edit" a custom preset, but you can define a new custom preset based on the current condition of the machine (and then delete your old custom preset).
- Preset postage values are subject to the high value warning feature. This feature warns you when you manually key in a postage value that is higher than your typical value (see *Chapter 7, System Options*) to help prevent you from accidentally printing an incorrect postage value.
- When a rate change becomes effective, always check the postage values assigned to all presets to make sure that they comply with the new rates.

Custom Presets

Selecting a Custom Preset

At a PC Using PC Meter Connect™ (Enhanced Version)

1. Select the *My Meter* tab.
2. Click *Meter Settings.*
3. Click on "View Preset".
4. At the Preset field, use the dropdown menu to select the preset desired.



View Presets Screen from *PC Meter Connect™*

5. Click **OK** (to accept the new choice) or **Cancel** (to leave the old choice).

At Meter

1. Press **Custom Preset**.
2. Select "Select Preset". The display lists all presets created on your system. A sample list is shown below.

```
SELECT CUSTOM PRESET
◄1 Preset 1 First Class
◄2 Preset 2 Parcels
◄3 Preset 3 Priority
```

3. Press **Page Down** to see additional choices (if available).
4. Select the preset you want to use. You return to the Home screen with the preset values chosen.

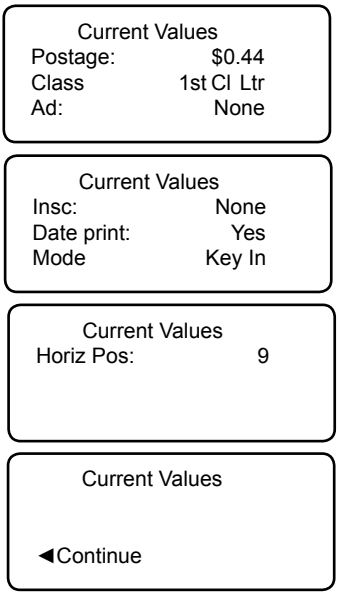
Custom Presets

Defining a New Custom Preset

To define (create) a new Custom Preset:

1. Establish the proper settings on the machine (such as No Ad, $0.44, etc.) that you want the preset to contain.
2. Press **Custom Preset**.
3. Select "Define New Preset".
4. You will be prompted if all current values are correct.
   A. If you press **Yes/Enter**, the system will prompt for the name of this preset. Key in a name for the preset. It can be up to twelve alpha/numeric characters long. To access alpha characters, repeatedly press the appropriate number key until the desired character displays. When finished, select "OK". The new values are saved and you return to the Custom Preset menu.
   B. If you press **No** , the system will display the current values. Press **Page Down** to see the remainder of the defined values.

   NOTE: The number of screens and the values displayed may vary, depending on the options used for your preset and the options installed on your machine.



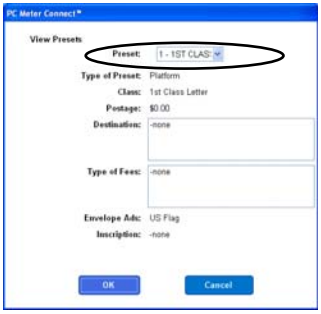
5. Select "Continue" at the last screen to return to the correct values prompt in Step 4, or press **Home** to return to the Home screen.

Custom Presets

Viewing the Values of a Custom Preset

At a PC Using PC Meter Connect™ (Enhanced Version)

1. Select the *My Meter* tab.
2. Click *Meter Settings.*
3. Click on "View Preset".
4. At the Preset field, use the dropdown menu to select the preset desired.



View Presets Screen from *PC Meter Connect™*

5. Click **OK** (to accept the new choice) or **Cancel** (to leave the old choice).

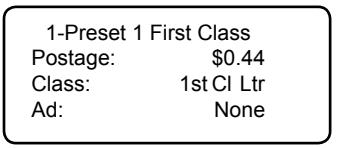
Custom Presets

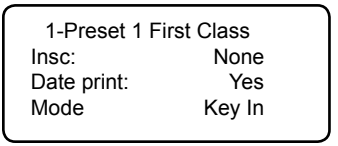
Viewing the Values of a Custom Preset (cont'd)

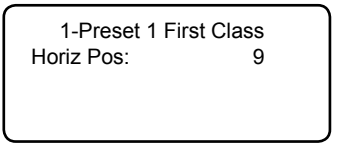
At Meter

1. Press **Custom Preset**.
2. Press **Page Down**.
3. Select "View Preset". The display lists all presets.
4. Select the preset you want to view. The first screen of defined values for the Custom Preset is listed. Press **Page Down** to see the remainder of the defined values.

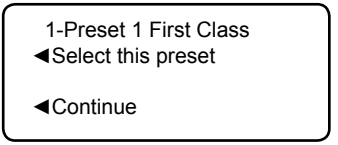
   NOTE: The number of screens and the values displayed may vary, depending on the options used for your preset and the options installed on your machine.







5. When you press **Page Down** to the last screen, you have a choice:



   A. If you want to use this Custom Preset as is, select "Select this preset". You return to the Home screen with this Custom Preset chosen (using the values just shown).
   B. Select "Continue" to return to the View a Preset screen.

Custom Presets

Editing a Custom Preset Name

You may change the name of a preset if you want.

1. Press **Custom Preset**.
2. Press **Page Down** and select "Edit Preset Name".
3. The display lists all the Custom Presets. Select the preset you want to edit.
4. The system will prompt for the new name of this preset. Key in the new name for this preset. It can be up to twelve alpha/numeric characters long. To access alpha characters, repeatedly press the appropriate number key until the desired character displays.
5. When finished, select "OK". You return to the Custom Preset menu.
6. Press **Home** to return to the Home screen.

Deleting a Custom Preset

Deleting a preset removes all the values assigned to it and removes it from the Preset Menu.

IMPORTANT: Once you delete a preset, its values are gone. You can't recover a deleted preset.

1. Press **Custom Preset**.
2. Press **Page Down** and select "Delete Preset". The display lists all presets.
3. Select the preset you want to delete.
4. At the prompt to clear the Preset, press **Yes/Enter.** The preset is deleted.
5. The system confirms that the preset has been deleted. Select "Continue". You return to the Custom Preset menu.
6. Press **Home** to return to the Home screen.

This page was put in as a placeholder so you can print this guide in a duplex (double-sided) mode while keeping the proper page positions.

6 • Adding Postage/Connecting to Data Center

Postage and Your Machine

Postage is stored internally in your meter. When you need to add more, you simply establish communications between your meter and the Pitney Bowes Data Center, and specify the amount of postage you wish to download. The postage is electronically transferred to your meter from your Pitney Bowes Postage By Phone® meter payment account.

You must establish a Pitney Bowes Postage By Phone® meter payment account and have funds available in it before you can download the funds (for postage) to your meter. There are several ways you can arrange to have funds put in your Postage By Phone® meter payment account (send in a check, direct withdrawal, establish credit, etc.). See the *Pitney Bowes Contact List* on page *v* to call for further information.

> ***NOTE:*** Topic headings in this manual that refer to a PC Meter Connect™ Enhanced feature will be listed in **green text.**

Establishing Communications Between Your Machine and the Pitney Bowes Data Center

You can establish communications between your mailing system and the Pitney Bowes Data Center in three ways:

- Connect your mailing system to a LAN network that has Internet access. This is known as "Constant Connection" (see page 6-5). [DM125/DM225 models only]
- Install the PC Meter Connect™ software on a Windows PC that has Internet access and connect a USB cable between your machine and the PC (see page 6-6, and also *Appendix A - PC Meter Connect*™).
- Connect the mailing system to an analog phone line (see page 6-7) if you do not have Internet access via a LAN network or a PC.

> ***NOTE:*** Postage refills, system upgrades and rates downloads will typically be much faster using an Internet connection.

IMPORTANT:
For printing postage, the machine does not have to be connected to the Pitney Bowes Data Center. However, we recommended you keep your machine in a "ready-to-connect" state to the Pitney Bowes Data Center on a permanent basis (using any one of the above connection methods).

Downloads from the Data Center to Your Machine

When you connect to the Pitney Bowes Data Center to add postage or perform other transactions, the Data Center may activate other downloads while the machine is connected. If some type of system/ postal update or download is available, a message stating so displays.

- If a download is not mandatory, you will be prompted with either “Get Update now” or “Skip; Get later”. Select the one that makes sense to you at that time.
- If a download is mandatory, only “Get Update now" displays and you must perform the download.

After the download has completed, a message stating so displays.

- If you need to reboot the system, the prompt "Restart now" displays. Select this to restart the system.
- If no rebooting is necessary, simply select "Continue" to return to the Home screen.

IMPORTANT:
While the system is processing a download from the Pitney Bowes Data Center, do not disconnect the analog phone line, USB cable, or power from the machine.

Wait until the system has finished processing before disconnecting the machine. You will know this has occurred when the machine's Home screen showing postage and date displays.

The following downloads/activities may occur when your system is connected to the Pitney Bowes Data Center:

System Update

If there this an important update to your system, you will be notified that a required update is necessary.

Envelope Ads/Postal Inscriptions

If you ordered new envelope advertisements or postal inscriptions, you will be notified that you can perform a download to obtain these.

Downloads from the Data Center to Your Machine

Upload Pending Electronic USPS® Confirmation Service Records

If you are using the optional USPS® Confirmation Services feature, your services records can be uploaded to USPS® for processing. See Pitney Bowes publication SV61156 for more information on this optional feature. Visit our website (see page *v*) and enter "SV61156" in the search box on the home page to locate and view this document.

Postal/ZIP Code Update

If the Postal Code on record at the Pitney Bowes Data Center does not match the Postal/ZIP Code of your system, the code will be downloaded into your system. (When a system is moved to a new Postal Code, the Data Center enters the new code into the record. The system is updated when a connection is made to the Data Center.)

Postal Inspection

The USPS® requires a postal inspection of your machine every 120 days. This postal inspection requirement can be automatically met by connecting to the Pitney Bowes Data Center to check your Postage By Phone® meter payment account balance or to add postage to your mailing machine.

NOTE: If the interval between inspections is more than 90 days, your machine's display prompts "Connection Due." If the interval between inspections is more than 120 days, the display prompts "Connection Required By Post." At this point, you won't be able to use your mailing system until your system is inspected (i.e., connected to the Data Center). In either case, to satisfy the postal inspection requirement, simply:

- Follow the prompts on the "Connection Due" or "Connection Required By Post" screens or
- Press **Add Postage** and select "Check PBP Account Balance" (which will not decrease or change the funds in your account).

Downloads from the Data Center to Your Machine

Postal Rate Update

Postal rates change periodically by the USPS®. If new rates are available, you can download them quickly and easily directly from the Pitney Bowes Data Center. The new rates are normally available for download at least seven days before the effective date. The prices will automatically change on the effective date.

ⓘ ***NOTE:*** It is best to download the update prior to the effective date because on the effective date, the download servers may be running slow due to high volume.

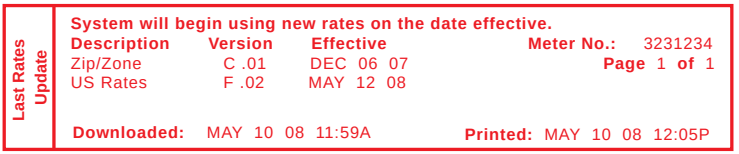
The display tells you when a Rate Change update is complete. It also tells you if the update is immediate or takes effect at a later date by listing the new date.

ⓘ ***NOTE:*** If you decide to take the update and the rates go into effect in the future, you will not be printing postage at the new rates until the effective date is reached.

If the rate for a First Class letter has changed and is effective immediately, a screen displays showing the present preset postage and asks you if you want to reset the normal preset postage. Press **Yes/ Enter.** A screen displays for you to enter the new rate.

ⓘ ***NOTE:*** When a Rate Change update takes place, it may also affect other presets you have set in your mailing machine. You must check all your presets to insure that they conform to the new rates. See *Chapter 5, Normal and Custom Presets* for instructions on changing preset values.

As part of downloading the new rates, we recommend that you print the last rates update report (see figure below) when prompted.


Last Rates Update
System will begin using new rates on the date effective.
Description Version Effective
Meter No.: 3231234
Zip/Zone C .01 DEC 06 07
Page 1 of 1
US Rates F .02 MAY 12 08
Downloaded: MAY 10 08 11:59A
Printed: MAY 10 08 12:05P

Description – the specific type of rate that is affected

Version – the alpha-numeric identifier used for this rate

Effective Date – the date the new rate takes effect

Meter No. – the serial number of this meter

Downloaded – the date and time the new rates were downloaded into the machine

Printed – the date and time this report was printed

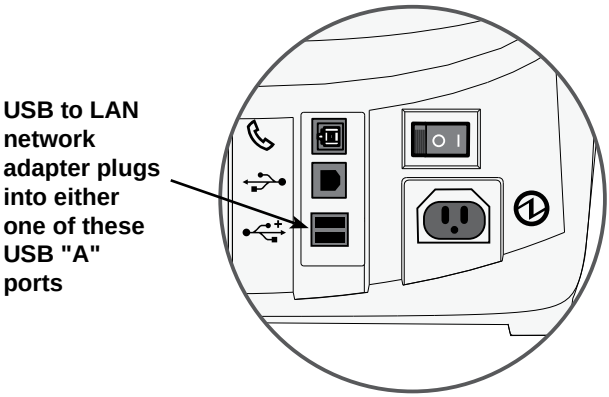
Using a LAN Network (Constant Connection) to Establish Communications with the Data Center

[DM125/DM225]

Constant Connection is an option that allows you to connect your DM125 or DM225 machine to the Pitney Bowes Data Center via a LAN network that has Internet access. Constant Connection's high-speed connectivity eliminates the need for an analog line and provides faster transmission speed when connecting through your local network.

To use, plug one end of the Ethernet cable (supplied) to your Internet LAN network port and the other end to the USB adapter which plugs into either one of the two USB "A" ports on the back bottom of the machine (see figure below).

You may leave this connected on a permanent basis; hence the name "constant connection".



DM125/DM225 Back of Machine

Using *PC Meter Connect™ Desktop Application* to Establish Communications with the Data Center

NOTE: For information on installing and using this feature on your PC, see *Appendix A - PC Meter Connect™*.

Once installed, all you need to do is verify that the PC Meter Connect™ icon is in the system tray (this indicates it is running), and that there is no red "X" on the icon (which indicates the mailing machine is not detected by the application).

Icon in System Tray

NOTE: If the PC Meter Connect™ software was not running for some reason (you'll know this when you don't see the PC Meter Connect™ icon in the system tray), double clicking on the desktop icon will restart the software. Alternately, you may click on the Start button > All Programs > Pitney Bowes > PC Meter Connect. A PC Meter Connect™ icon will then appear in system tray.

Desktop Shortcut Icon

If you connect or disconnect your machine from the PC, messages display from the PC Meter Connect™ icon in the system tray:

- "Meter Not Connected" displays when you disconnect your machine from the PC. The red "x" stays on the icon thereafter.

- "Meter detected" displays when you connect your machine to the PC (after it had been disconnected). The red "x" disappears.

Using Analog Phone Line to Establish Communications with the Data Center

If you do not have a Windows PC available with Internet access, you may establish communications to the Pitney Bowes Data Center using an analog phone line. The following are usually analog phone lines:

- Fax lines
- Residential phone lines
- Lines used by modems or credit card readers

Plug the telephone line (supplied) into the connector on the back of the machine (see *Chapter 2, Getting to Know Your System)*. Use a dedicated analog phone line if possible (one that is not shared with other devices) to avoid possible issues.

> ***NOTE:*** Postage refills, system upgrades and rates downloads will typically be much faster using an Internet connection.

IMPORTANT:

- Phone systems installed in some businesses are not analog and may damage your system. If you are unsure about your phone line, contact your telephone company or local network administrator.
- If you have a DSL line and want to connect your machine using the analog phone jack on the back of the machine, you should install a DSL filter obtained from your DSL provider before connecting the system.
- While the system is processing a download from the Pitney Bowes Data Center, do not disconnect the analog phone line, USB cable, or power from the machine. Wait until the system's main screen showing postage and date displays before disconnecting and moving the machine.
- PC Meter Connect™ is a much faster method to perform postage refills and system downloads than using an analog phone connection.
- If you want to use the PC Meter Connect™ method of connecting to the Data Center, unplug the analog phone line from the back of the machine, then connect the USB cable between your machine and your PC.

Checking Funds (Postage) Availability in Machine

At a PC Using PC Meter Connect™ (Enhanced Version)

At the Postage tab (which is the default tab that displays when you first launch the program), the postage in the meter is displayed under the "Current Meter Balance" section.

ⓘ ***NOTE:*** If you are accessing features from PC Meter Connect™ (Enhanced version), please keep in mind the following:

- If the system is in "sleep" mode, accessing a feature from the Main Window will "awaken" the machine.
- Once in an awaken state, the machine must be at the "Home" screen (ready to print postage) to use features found on the *Postage*, *Updates*, and *My Meter* tabs on the Main Window. Otherwise, a "meter is busy" message displays on the PC. This condition can happen, for example, if you have the Accounting option set up on the system and the machine is waiting for someone to select an account for printing postage.

At Mailing Machine

1. Press **Funds**.
2. The funds left, used, and pieces processed display.

FUNDS	
Available	$204.94
Used	$17.06
Total Pieces	40

Available – the amount of funds (postage) left in your meter

Used – the total of all postage ever used in the meter

Total Pieces – the total number of mail pieces run through the meter that had postage applied

3. Press **Clear** (back arrow key) or **Home** to return to Home screen.

Checking Your Account Balance in the Postage By Phone® System

NOTE: The Postage By Phone® account balance represents the funds in your account, ***not*** the amount in your meter. Also, your system must be connected to the Pitney Bowes Data Center to view this balance.

Other items that display with your Postage By Phone balance include:

Prepaid – the amount you have *prepaid* in your Postage By Phone® account balance (by sending in a check, using your credit card, etc.)

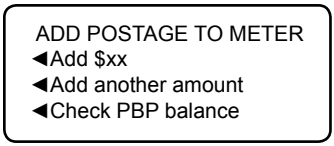
Other – the amount you have ***on*** *credit* on your Postage By Phone® account balance (by signing up to one of the various Pitney Bowes credit programs such as Purchase Power, etc.)

At a PC Using PC Meter Connect™ (Enhanced Version)

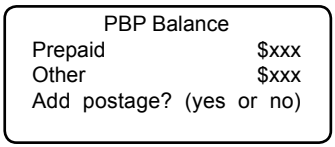
At the *Postage* tab (which is the default tab that displays when you first launch the program), view "Account Balance at Pitney Bowes".

At Mailing Machine

1. Make sure your machine can make connection to the Data Center.
2. Press **Add Postage**.
3. Select “Check PBP balance”.



4. The system connects to the Pitney Bowes Data Center (this may take a few moments). Various screens displays, letting you know the status of the process.
5. The Prepaid and Other balances displays. Press **No**.



If there are no updates for your system, you will return to the Home screen. If there are updates available, the display notifies you of this fact.

Adding Postage

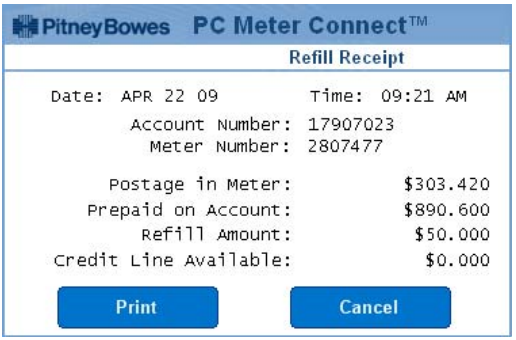
You can add postage to your machine any time you need to, as long as you have enough funds in your Postage By Phone® account and your system is connected to the Pitney Bowes Data Center.

At a PC Using PC Meter Connect™ (Enhanced Version)

1. At the *Postage* tab, click on **Add Postage to Meter**.
2. Enter in the amount you desire, or choose one of the pre-set amounts for quicker selection. Click **Confirm** to continue.
3. A status bar displays, letting you know the progress of the transaction. After the postage has been downloaded into your meter, you have choice to print a receipt from your PC:

   A. To bypass the printing of the receipt, click **Skip**.

   B. To print, click **Print Receipt**. The Refill Receipt screen displays.



Refill Receipt from *PC Meter Connect™*

   C. Click **Print** to continue. The receipt prints at your PC printer. Click **Done** when finished.

Postage in Meter - amount of postage (funds) in your meter.

Prepaid on Account - amount you have left in your Postage By Phone® system account of those funds you paid for in advance (by sending in a check, direct withdrawal, etc.)

Credit Line Available - amount you have left in your Postage By Phone® system account of those funds you established as credit with Pitney Bowes (such as Purchase Power®, etc.).

Refill Amount - amount of your refill.

Account No. - your Postage By Phone® system account number.

Meter No. - your meter serial number (on record with the USPS) which is printed on the meter stamp.

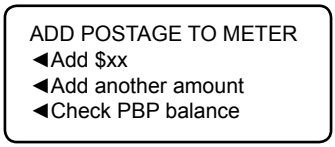
Adding Postage

At Mailing Machine

1. Make sure your machine can make connection to the Data Center.
2. Press **Add Postage**.
3. You may select “Add $xx” to add the amount shown.

   OR

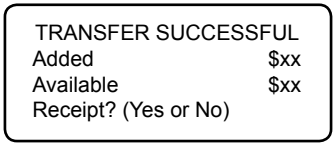
   Select “Add another amount”. Key in the amount, in whole dollars, that you want to add and select “Continue”.



   ***NOTE 1**:* The minimum amount of postage you can add is $1.

   ***NOTE 2**:* The amount shown in the "Add $xx" selection line represents the amount of postage you added the last time.

4. The system connects to the Pitney Bowes Data Center (this may take a few moments). Various screens display, letting you know the status of the process.
5. The Transfer Successful screen displays.



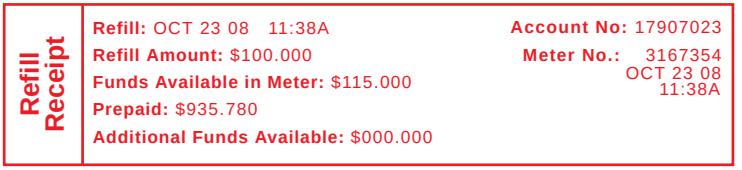
   Added – the amount of the postage downloaded into the meter.

   Available – the amount of postage available to use in the meter. This represents any balance you had in the meter before adding postage, plus the refill amount.

Adding Postage

At Mailing Machine (cont'd)

6. If a receipt is desired, press **Yes/Enter** and insert envelope/tape sheet through machine (see sample below) OR press **No** or **Home** to return to the Home Screen.



Refill – the date and time the new postage was added to your machine

Refill Amount – the amount of the new postage you downloaded into your machine

Funds Available in Meter – the amount of postage available to use in the meter. This represents any balance you had in the meter before adding postage, plus the refill amount.

Prepaid – the amount you have ***prepaid*** in your Postage By Phone® account balance (by sending in a check, using your credit card, etc.)

Additional Funds Available – the amount you have ***on credit*** on your Postage By Phone® account balance (by signing up to one of the various Pitney Bowes credit programs such as Purchase Power, etc.)

Account No. – your Postage By Phone® account number

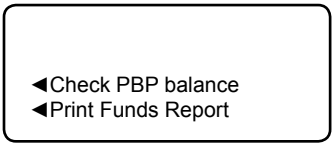
Meter No. – the serial number of this meter

Printing a Funds (Postage) Report

(only accessible at the mailing machine)

A funds report allows you to print a record of how much postage has been used and how much is remaining in the machine.

1. Press **Funds**.
2. Press **Page Down** to the third screen.



3. Select "Print Funds Report".
4. At the insert envelope or tape sheet prompt, insert an envelope or tape sheet into the machine. The machine prints the funds report (see sample below).
5. Press **Clear** (back arrow key) or **Home** to return to Home screen.

Used – the total of all postage ever used in the meter

Available – the amount of postage left in the meter

Total Pieces – the total number of mail pieces run through the meter that had postage applied

Control Sum – the total of all postage refills for the meter and equals the amount *Used* plus *Available.* This is a postal requirement that verifies an accurate accounting of the postage in your meter.

Batch Count – the number of mail pieces that had postage applied since the last time the batch count was cleared

Batch Value – the amount of postage applied since the last time the batch value was cleared

PBP Serial No. – serial number of this meter (normally meter number)

Performing USPS Meter Inspection

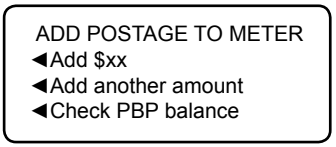
At a PC Using PC Meter Connect™ (Enhanced Version)

Select the *Updates* tab, then click on "Perform Meter Inspection" After several moments, a Meter Inspection Completed screen displays. Click **OK.**

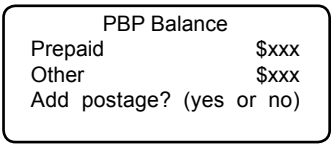
At Mailing Machine

Even though this procedure is the same as checking your Postage By Phone account balance, it satisfies the USPS® inspection requirements.

1. Make sure your machine can make connection to the Data Center.
2. Press **Add Postage**.
3. Select “Check PBP balance”.



4. The system connects to the Pitney Bowes Data Center (this may take a few moments). Various screens displays, letting you know the status of the process.
5. The Prepaid and Other balances displays. Press **No**.



If there are no updates for your system, you will return to the Home screen. If there are updates available, the display notifies you of this fact.

Downloading Files or Updating System

Use this option when you need to manually:

- Restart an interrupted download
- Download postal inscriptions, envelope ads, system updates, rate updates, or updating PC Meter Connect™ software

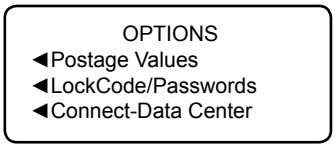
NOTE: Your system must be connected to the Pitney Bowes Data Center to download files or update the system.

At a PC Using PC Meter Connect™ (Enhanced Version)

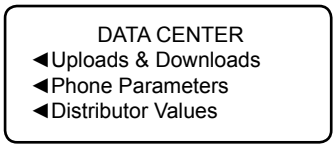
Select the *Updates* tab, then click on **Update Software**. The program will check and inform you if you need any updates. When prompted, click **Continue**. When it is finished, click **Done**.

At Mailing Machine

1. Make sure your machine can make connection to the Data Center.
2. Press **Options**.
3. Press **Page Down** to the third screen.
4. Select "Connect-Data Center".



5. Select "Uploads & Downloads".

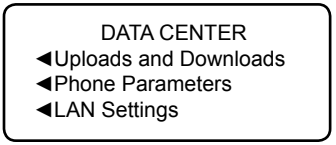


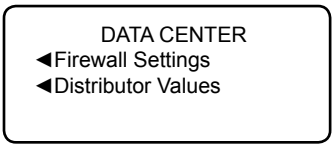
6. The system connects to the Pitney Bowes Data Center (this may take a few moments). Various screens display, letting you know the status of the process.

Settings for Connecting to the Data Center

You can modify the settings on your machine that are used to connect to the Pitney Bowes Data Center. These include analog phone line settings (tone or pulse, dial prefix, etc.), firewall settings, and distributor settings. The Data Center menu choices are:

- Uploads and Downloads
- Phone Parameters (affects analog phone connections to Data Center)
- LAN Settings (affects PC Internet connections to Data Center)
- Firewall settings (affects PC Internet connections to Data Center)
- Distributor Values (affects *both* analog phone line and PC internet connections to Data Center)





IMPORTANT: For Data Center settings so marked in this manual, do not change the settings unless directed to do so by your Pitney Bowes representative.

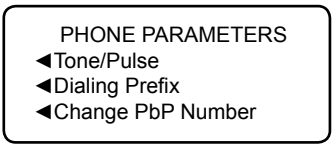
Uploads and Downloads

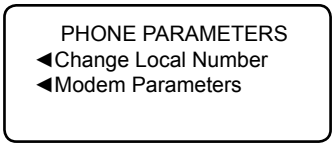
Use this feature to connect to the Pitney Bowes Data Center for system downloads, new updates, etc. See *Downloading Files or Updating System* on preceding page for procedure.

Settings for Connecting to the Data Center

Phone Parameters (for analog line connection to Data Center)

This menu option allows you to modify the phone connection settings on your machine (tone or pulse, dial prefix, etc.) when using an analog phone line to connect to the Pitney Bowes Data Center.





Selecting Tone/Pulse

Use this to tell the system whether you have a tone or pulse type phone.

1. Press **Options**.
2. Press **Page Down** twice.
3. Select "Connect-Data Center".
4. Select "Phone Parameters".
5. Select "Tone/Pulse".
6. Select Tone or Pulse, whichever is appropriate. The display shows the new setting.
7. Press **Clear** (back arrow key) to return to Data Center menu.
8. Press **Clear** (back arrow key) to return to Options menu.

Entering the Dial Prefix

Use this if you need to dial a prefix number (like 9) to get an outside line.

1. Press **Options**.
2. Press **Page Down** twice.
3. Select "Connect-Data Center".
4. Select "Phone Parameters".
5. Select "Dialing Prefix".
6. Key in the prefix number you want (such as a "9").
7. Select "OK". You return to the Data Center menu.
8. Press **Clear** (back arrow key) to return to Options menu.

Settings for Connecting to the Data Center

Phone Parameters (cont'd)

Change Postage By Phone® (PbP) Number

ⓘ ***NOTE:*** Use this if you need to change the alternate number the machine uses to contact Postage By Phone®, but do so only if you are directed to by a Pitney Bowes agent.

1. Press **Options**.
2. Press **Page Down** twice.
3. Select "Connect-Data Center".
4. Select "Phone Parameters"
5. Select "Change PbP Number".
6. A warning that you should only change this number if instructed to by Pitney Bowes displays. Press **Yes/Enter** to continue, or **No** to return to the Data Center menu.
7. Press **Clear** (back arrow key) to delete the existing phone number.
8. Key in the new phone number (excluding prefix).
9. Select "OK". You return to the Data Center menu.
10. Press **Clear** (back arrow key) to return to Options menu.

Change Local Number

ⓘ ***NOTE:*** The system uses this local number first to contact Postage By Phone®. If it doesn't succeed, it tries connecting using the alternate Postage By Phone® number in the option above. If you need to change the local number for connecting to Postage By Phone®, only do if you are directed to by a Pitney Bowes agent.

1. Press **Options**.
2. Press **Page Down** twice.
3. Select "Connect-Data Center".
4. Select "Phone Parameters"
5. Select "Change Local Number".
6. A warning that you should only change this number if instructed to by Pitney Bowes displays. Press **Yes/Enter** to continue, or **No** to return to the Data Center menu.
7. Press **Clear** (back arrow key) to delete the existing phone number.
8. Key in the new local phone number (excluding prefix).
9. Select "OK". You return to the Data Center menu.
10. Press **Clear** (back arrow key) to return to Options menu.

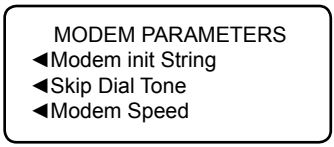
Settings for Connecting to the Data Center

Phone Parameters (cont'd)

Change Modem Parameters

ⓘ ***NOTE:*** Use this if you need to change the modem settings used to dial into the Pitney Bowes Data Center, but do so only if you are directed to by a Pitney Bowes representative

1. Press **Options**.
2. Press **Page Down** twice.
3. Select "Connect-Data Center".
4. Select "Phone Parameters".
5. Press **Page Down**
6. Select "Modem Parameters". The Modem Parameters menu displays.



   A. *Modem init String* - A warning displays telling you that you should only change this number if instructed to by Pitney Bowes. Press **Yes/Enter** to continue or **No** to return to the menu. Key in the new modem parameters (they will contain both alpha and numeric characters) as given by your Pitney Bowes agent.
   B. *Skip Dial Tone* - This option (rarely used) allows the system to start dialing to the Data Center without waiting for a dial tone for phone systems that don't use a dial tone.
   C. *Modem Speed* - This option allows you to lower the connection speed (56000, 33600, 14400, 9600 and 2400 bits per second) of the machine's modem. This is normally used when the phone line is noisy and/or the machine is experiencing dropped connections to the Data Center (redials and disconnects).

10. If you make a change, select "Set New Value". A message that the new parameter has been updated displays. Select "Continue" to return to the Phone Parameters menu.
11. Press **Clear** (back arrow key) twice to return to Options menu.

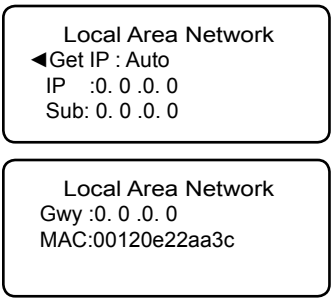
Settings for Connecting to the Data Center

LAN Settings (affects LAN PC Internet connections to Data Center for DM125/DM225 only)

This menu option allows you to modify the IP address when using an Internet connection via Local Area Network (LAN) to connect to the Pitney Bowes Data Center. See also Troubleshooting section of *Appendix A - PC Meter Connect*™ for more information on Internet settings.

To access LAN settings:

1. Press **Options**.
2. Press **Page Down** twice.
3. Select "Connect-Data Center".
4. Select "LAN Settings". The Local Area Network screen displays.



   A. *Get IP* - you can select whether you want the machine to automatically select an Internet Protocol (IP) address to connect to the Internet (*Auto*) or if you want to manually enter an IP address to connect to the Internet (*Manual)*.

      If set to *Auto*, values for IP, Sub, and Gwy are set to 0.0.0.0.

      If set to *Manual*, you are prompted to enter IP, subnet, and gateway addresses (see below). Follow the screen directions.

   B. *IP* - IP address being used if IP address was manually entered.

   C. *Sub* - the subnet address used for the IP address if IP address was manually entered

   D. Gwy - the gateway address used for the IP address if IP address was manually entered

   E. *MAC* - the specific address (ID) of the machiine LAN card (this can't be changed)

5. After you accept your choices, you return the LAN menu. Press **Clear** (back arrow key) to return to Options menu.

Settings for Connecting to the Data Center

Firewall Settings (affects PC Internet connections to Data Center)

This menu option allows you to modify the firewall settings when using an Internet connection via LAN to connect to the Pitney Bowes Data Center. Further information on Internet settings can be found in the Troubleshooting section of *Appendix A - PC Meter Connect*™.

To access the firewall settings:

1. Press **Options**.
2. Press **Page Down** twice.
3. Select "Connect-Data Center".
4. Select "Firewall Settings".
5. The following selections appear.
   A. *Ping* - press the soft key next to this selection to toggle between “Enabled” or “Disabled”.
      If you enable Ping, then your mailing system will respond to electronic inquiries (pings) from external hosts. These inquiries are generally used by external systems to determine if your system is accessible. If you reply to a Ping, you will return your mailing system’s IP address to the requesting host.
   B. *Trust* - Press the soft key next to this selection to see the choices:
      None – No external hosts have been verified as trustworthy/secure and you cannot communicate externally.
      All – All external computer system will be considered trustworthy, and will be allowed to contact your mailing system through your firewall.
      Trusted Host Only – Only those computer systems that you have specifically identified (by supplying their IP address) will be allowed to communicate with your system.
      Press the soft key next to the desired selection to choose it.
6. After you make you choices, you return the Firewall menu. Press **Clear** (back arrow key) to return to Options menu.

Settings for Connecting to the Data Center

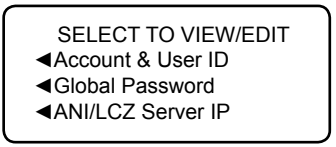
Distributor Values (affects both analog line and PC internet connections to Data Center)

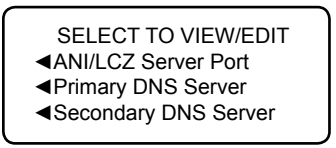
This option allows you to modify the parameters that your machine uses to connect to the Pitney Bowes Data Center. A brief description of each parameter is provided on the next page.

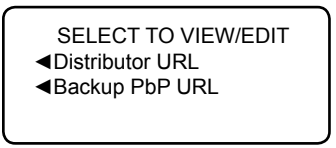
IMPORTANT: Do not change the Distributor Values unless directed to do so by your Pitney Bowes representative.

To access the Distributor Values:

1. Press **Options**.
2. Press **Page Down** twice.
3. Select "Connect-Data Center".
4. Select "Distributor Values".
5. Select the parameter you want to modify from the list appearing in the display. Use **Page Down** if needed to access your choice.







6. A warning message displays that reminds you that entering a wrong value may result in errors connecting to the Data Center. If you want to continue, press **Yes/Enter**; otherwise, press **No** to return to the Select to View/Edit menu.

Settings for Connecting to the Data Center

Distributor Values (cont'd)

7. Key in a new entry for that parameter (some entries may require alpha-numeric characters). When finished, either select "Restore Default" (if you made a mistake or changed your mind) or "Set the new value" (if you are satisfied with your new entry).
8. If you have changed a parameter, a message confirming the new setting displays. If you selected "Restore Default", a message informing you that the parameter has been set to the original Factory setting displays. In either case, select "Continue" to return to the Select to View/Edit menu.
9. Press **Clear** (back arrow key) to return to Options menu.

Account and User ID

This is the account number and the user ID that your system uses to dial into the internet service provider (ISP) that allows you to connect to Pitney Bowes.

Global Password

This is the password your system uses to dial into your internet service provider.

ANI/LCZ Server IP

This is the internet address of the Automatic Number Identification (ANI)/Least Cost Zone (LCZ) server that identifies your system and routes your call to a zone that ensures the lowest cost for the connection.

ANI/LCZ Server Port

The server port number identifies the port number on the ANI/LCZ server to which your system connects.

Primary DNS Server

This is the internet address of the Pitney Bowes primary domain name server (DNS). The domain name server converts your system name to its IP address.

Secondary DNS Server

This is the internet address of the Pitney Bowes secondary domain name server (DNS).

Distributor URL

The Universal Resource Locator (URL) of the web page to which your system connects**.**

Backup PbP URL

The Universal Resource Locator (URL) of the backup web page to which your system connects.

This page was put in as a placeholder so you can print this guide in a duplex (double-sided) mode while keeping the proper page positions.

7 • System Options

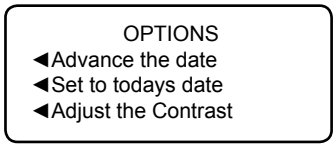
System Options Overview

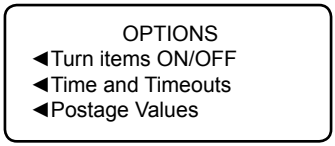
System options allow you to customize the machine settings for the way you run your mail and add security to those features that are sensitive to your organization. Because of the many options available, the options are categorized into "Basic" and "Advanced".

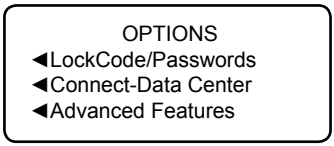
Basic options include:

- Advancing the printed date for the meter stamp
- Setting the machine to the current (today's) date
- Adjusting the Contrast (of the display)
- Turning Features On or Off (if installed on machine)
- Setting Date, Time, and Timeouts
- Setting Postage Values (Funds Warnings)
- Setting Lock Code and Passwords
- Scale Options (accessed from the Home screen)
- Checking and Clearing the Batch Count (see *Chapter 3, Running Mail)*
- Connecting to Data Center settings (see *Chapter 6- Adding Postage/Connecting to Data Center*)

Most of the basic system options are accessed by pressing **Options** and selecting your choice from the menu as shown below.







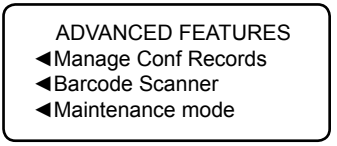
NOTE: Topic headings in this manual that refer to a PC Meter Connect™ Enhanced feature will be listed in **green text.**

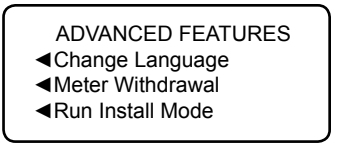
System Options Overview

Advanced options include:

- Manage USPS® Confirmation Delivery Records. See Pitney Bowes publication SV61156 for more information on this optional feature. Visit our website (see page v) and enter "SV61156" in the search box on the home page to view this document.
- Barcode Scanner (used to enter and track USPS special services on certain mail pieces with the above optional feature)
- Maintenance Mode (see *Chapter 10, Maintenance*)
- Change Language
- Meter Withdrawal (for withdrawing postage funds)
- Run Install Mode (for special purposes only)

The advanced options are accessed by pressing **Options** and selecting "Advanced Features", which displays a menu of options:





Basic Options

Advancing the Printed Date for the Meter Stamp

You may want to advance the date printed on the meter stamp if it is after normal business hours and you want to prepare outgoing mail for a future business day's mailing.

IMPORTANT:

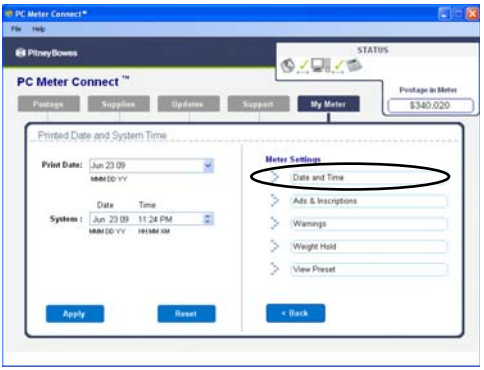
- You can advance the date up to 30 days from the current date.
- Changing the printed date does not change the machine's internally held date.
- You can always return the printed date to the current date.
- You cannot change the printed date to a date earlier than the machine's internally held date (in an effort to "backdate" the mail).
- Accounting data is posted on the actual date the mail piece is run (per the internal clock/calendar in the mailing system), *not by the date printed on the meter stamp*.

Basic Options

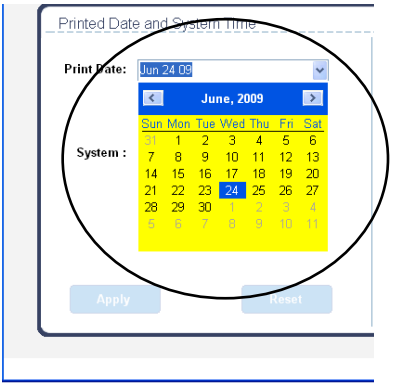
Advancing the Printed Date for the Meter Stamp (cont'd)

At PC Using PC Meter Connect™ (Enhanced Version)

1. At the *My Meter* tab, select **Meter Settings**.
2. Select **Date and Time**.



3. In the Print Date field, access the dropdown calendar. Use the **<** or **>** keys to select the month, then click on the day you want to print on your meter stamp.



4. Click **Apply**. A confirmation screen displays the new date. Click **OK.**
5. To set the date on your mail back to the current date, repeat steps 1-4 and select today's date.

Basic Options

Advancing the Printed Date for the Meter Stamp (cont'd)

At PC Using PC Meter Connect™ (Enhanced Version)

ⓘ ***NOTE:*** If you are accessing features from PC Meter Connect™ (Enhanced version), please keep in mind the following:

- If the system is in "sleep" mode, accessing a feature from the Main Window will "awaken" the machine.
- Once in an awaken state, the machine must be at the "Home" screen (ready to print postage) to use features found on the *Postage*, *Updates*, and *My Meter* tabs on the Main Window. Otherwise, a "meter is busy" message displays on the PC. This condition can happen, for example, if you have the Accounting option set up on the system and the machine is waiting for someone to select an account for printing postage.

At Mailing Machine

1. Press **Options**.
2. Select “Advance the date”.
3. Displays current date in MMM DD YY format (for US). You may either:
   - Select “Add one day” to advance date one day for each pressing of the key.

     OR
   - Key in a number (in US from 1-30) representing the number of days you want to advance the date, *then select* “Add x days (1-30)”.
4. Select “Continue”. The new date now shows in the Home screen.
5. To set the date on your mail back to the current date, press **Options** and select “Set to todays date”. You will be returned to the Home screen with the current (today's) date set.

Basic Options

Set Meter Stamp to Today's Date

1. Press **Options**.
2. Select "Set to todays date". You will be returned to the Home screen with the current (today's) date set.

Adjusting the Contrast of the Display

1. Press **Options**.
2. Select "Adjust the Contrast".
3. Select "Increase Contrast" or "Decrease Contrast" to change the contrast level as necessary.

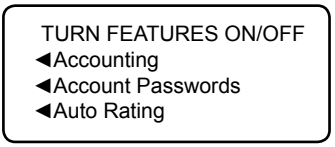
4. Press **Clear** (back arrow key) or **Yes/Enter** to return to the Options menu.

Basic Options

Turning Features (Already Installed) On and Off

You can turn on and off features that you have already purchased and downloaded into your machine. For turning on or off the scale (if purchased), see *Setting Scale Options* later in this chapter.

1. Press **Options**.
2. Press **Page Down**.
3. Select "Turn items ON/OFF".
4. Depending on the options purchased, you may have one or more features listed. The screen below represents all the possible features that you can turn on or off on the machine.



5. Select the feature you want to turn on or off. You will be prompted to turn the feature ON or OFF, depending on the current state of the machine. Options listed below may or may not be available on your machine.
   - Accounting - this turns on or off an accounting option (if purchased). For Standard Accounting, see *Chapter 8, Standard Accounting).* For INVIEW™ accounting, see the INVIEW™ Accounting for DM125/DM225 Operator Guide (SV62371).
   - Accounting Passwords - this turns on or off the requirement for operators (globally) to enter passwords when choosing a departmental account if accounting passwords are set up. See *Chapter 8, Standard Accounting* for procedure,
   - Auto-Rating - this turns on or off the auto-rating feature, which calculates the postage amount for a mail piece based on the weight, the class, and services selected.

Basic Options

Turning Features (Already Installed) On and Off (cont'd)

- Special Services - this allows you to customize prompts for the USPS® Confirmation Services feature. Items include:

  Prompt Receipt - turns on or off the prompt to print a receipt after uploading your USPS® Confirmation Services records

  Upload Records - turns on or off the prompt to upload your USPS® Confirmation Services records

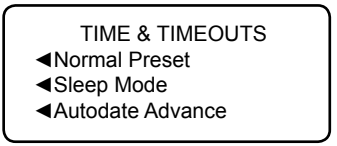
  Records Warning - turns on or off the prompt that notifies you when a specified number of USPS® Confirmation Services records has been reached in your system. Key in a number between 1 and 200, and press **Yes/Enter.**
- Preset Class Lookup - this turns on or off the prompt for a class when you are saving a preset that has no class listed (also known as "key-in postage").
- Scale Stabilizer - this turns on or off the scale stabilizer feature, which minimizes reactions to scale vibrations. You may use this feature in environments where there is blowing on the scale, accidental bumps to the scale or machine, or dropping of mail onto the scale or machine.

6. Depending on the features chosen, you may need to press **Clear** (back arrow key) to return to the Options Menu.

Basic Options

Setting the Date, Time, and Timeouts

You can change the system date/time, set the date/time to daylight savings time, change the time at which your system advances the date/time to the next day, and set the amount of time your system can remain inactive before reverting to the normal preset values.



Setting the Time for Machine to Revert to Normal Preset

The normal preset is a set of values (postage, ad, account and so on) that your machine display automatically returns to after a set period of time. You can set the amount of time the display takes before it reverts to the normal preset.

1. Press **Options**.
2. Press **Page Down**.
3. Select "Time and Timeouts".
4. Select "Normal Preset"
5. Key in the amount of minutes (from 1-240) before the system returns to the normal preset.
6. Select "OK". The display returns to Time and Timeouts menu.
7. Press **Clear** (back arrow key) to return to Options Menu.

Basic Options

Setting the Date, Time, and Timeouts (cont'd)

Setting ENERGY STAR® Sleep Mode Activation Time

You can set the amount of time the machine waits until entering "sleep mode". When the machine is in sleep mode, the display is blank and you can't process mail. You awaken the machine by merely pressing any button on the control panel.

1. Press **Options**.
2. Press **Page Down**.
3. Select "Time and Timeouts".
4. Select "Sleep Mode"
5. Key in the amount of minutes (from 1-240) before the system goes into sleep mode.
6. Select "OK". The display returns to Time and Timeouts menu.
7. Press **Clear** (back arrow key) to return to Options menu.

Standby Mode for DM125/DM225 Models–In order to reach the lowest use of power while still plugged into an outlet, the switch on the back of the machine may be toggled "off". Before resuming power to the machine, the switch will need to be switched to the "on" position.

Basic Options

Setting the Date, Time, and Timeouts (cont'd)

Setting Autodate Advance

The feature is factory set to 12:00 AM. This means that at 12:00 AM, the system advances the date of the meter stamp to the new date.

You can set the system to advance the date of the meter stamp at 12:00 PM (afternoon) instead. With this setting, it allows you to meter mail in the afternoon for the next day's mailing mail if your mail is sent out in the morning.

1. Press **Options**.
2. Press **Page Down**.
3. Select "Time and Timeouts".
4. Select "Autodate advance".
5. The following selections appear.
   A. *Switch AM/PM* Use the soft key next to this selection to toggle between "AM or "PM". Select "Continue".
   B. *Disable* - Use the soft key next to this selection to disable the feature and return to using 12:00 AM as the time when the machine advances the date of the meter stamp.
6. The display returns to Time and Timeouts menu.
7. Press **Clear** (back arrow key) to return to Options menu.

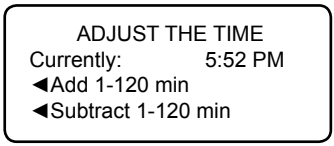
Basic Options

Setting the Date, Time, and Timeouts (cont'd)

Correct Drift

Sometimes, the time on the machine may need to be corrected due to internal "drift" or the activation of Daylight Saving Time.

1. Press **Options**.
2. Press **Page Down**.
3. Select "Time and Timeouts".
4. Press **Page Down**.
5. Select "Correct Drift".
6. You have your choice of adding or subtracting minutes from the current time displayed.



   A. To add minutes:
      - Select "Add 1-120 min" to add minutes.
      - Key in the number of minutes you need to add and select "Continue".

   B. To subtract minutes:
      - Select "Add 1-120 min" to subtract minutes.
      - Key in the number of minutes you need to subtract and select "Continue".

7. The display returns to Time and Timeouts menu.
8. Press **Clear** (back arrow key) to return to Options menu.

Setting Daylight Savings Time

1. Press **Options**.
2. Press **Page Down**.
3. Select "Time and Timeouts".
4. Press **Page Down**.
5. Select "Daylight Saving". The display shows the current setting.
6. Select "Enable" to use Daylight Saving Time, or select "Disable" if you don't use Daylight Saving Time. Your selected setting is saved and the display returns to the Time and Timeouts menu.
7. Press **Clear** (back arrow key) to return to Options menu.

Basic Options

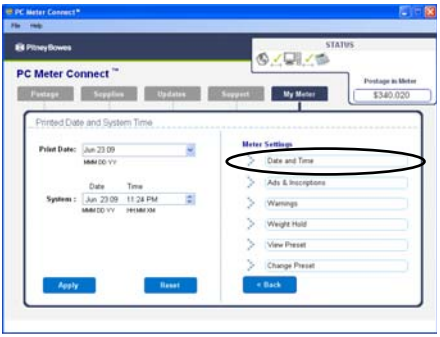
Setting the Date, Time, and Timeouts (cont'd)

Setting System Time

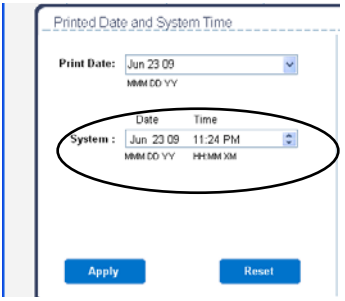
ⓘ ***NOTE:*** You cannot change the system time to a date earlier than the actual date, and you can advance the time to the next day's date only.

At a PC Using PC Meter Connect™ (Enhanced Version)

1. At the *My Meter* tab, select **Meter Settings**.
2. Select **Date and Time**.



3. In the system field, place your cursor over the day, hour or minute and use the **^** or **v** keys to select the time/date of your machine.



4. Click **Apply**. A confirmation screen displays the new time. Click **OK.**

Basic Options

Setting Postage Values (Funds Warnings)

You can specify values so that when your postage funds drop below a certain level, or if you try to enter too much postage for a piece of mail, the system displays a warning.

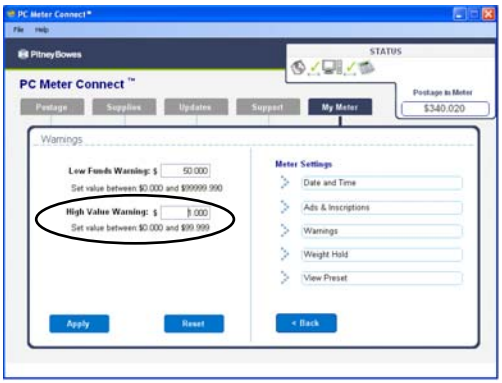
Setting the High Value Warning

You can have the machine warn you when you manually key in a postage value that is higher than a maximum amount that you specify. This feature helps prevent you from accidentally printing a postage value that's more than you need.

***NOTE**: This warning does not display for postage amounts determined by the internal rating feature.*

At a PC Using PC Meter Connect™ (Enhanced Version)

1. Select the *My Meter* tab
2. Click *Meter Settings*.
3. Click **Warnings.**
4. At the High Value Warning field, enter a value up to $99.000 for which you want the system to prompt you for high warning.



5. Click **Apply**.

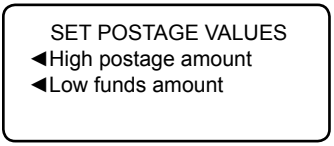
Basic Options

Setting Postage Values (Funds Warnings) (cont'd)

Setting the High Value Warning (cont'd)

At Mailing Machine

1. Press **Options**.
2. Press **Page Down**.
3. Select "Postage Values".
4. Select "High postage amount".



5. Key in the value you want, including the digits to the right of the decimal point if you want a fractional value like .75 or $1.50. Select "OK".
6. Press **Clear** (back arrow key) to return to Options menu.

Basic Options

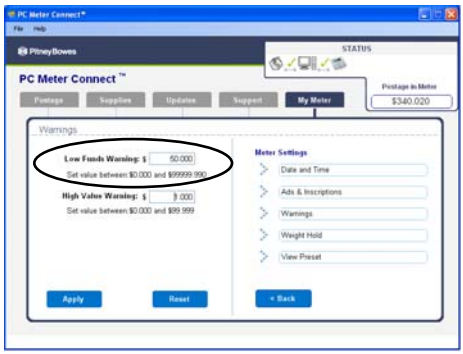
Setting Postage Values (Funds Warnings) (cont'd)

Setting the Low Funds Warning

You can set up the system so that when the postage remaining reaches a certain level, the system will remind you to add postage.

At a PC Using PC Meter Connect™ (Enhanced Version)

1. Select the *My Meter* tab
2. Click *Meter Settings*.
3. Click **Warnings.**
4. At the Low Funds Warning field, enter a value up to $9999.990 for which you want the system to prompt you for low funds warning.



5. Click **Apply**.

At Mailing Machine

1. Press **Options**.
2. Press **Page Down**.
3. Select "Postage Values".
4. Select "Low funds amount".
5. Key in the amount you want (in whole dollars only). Select "OK".
6. Press **Clear** (back arrow key) to return to Options menu.

Basic Options

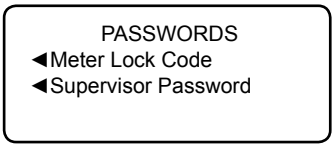
Changing the Lock Codes and Passwords

Setting/Disabling the Lock Code

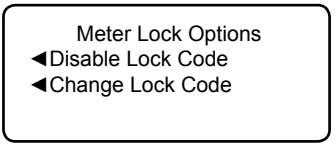
The Lock Code feature prevents unauthorized access to your mailing system. If you establish a lock code, then a user will need to enter the Lock Code after:

- you power-up the machine
- the machine has entered sleep mode and you need to awaken it
- you press the *Lock/Power* key and choose "Lock the meter", and you want to access the machine

1. Press **Options**.
2. Press **Page Down** twice.
3. Select "LockCode/Passwords".
4. Select "Meter Lock Code". If there is an existing lock code, you are prompted to key in the 4-digit code.



5. You then have a choice to either disable the lock code (if present) or change (or establish) the lock code.



   A. To disable the lock code:

      Select "Disable Lock Code". At the "Meter Lock Code has been disabled" message, select "Continue".

   B. To change or establish the lock code:

      Select "Change Lock Code". At the prompt, type in a new lock code (4 digits) and select "Continue". Re-enter the new lock code again to confirm and select "Continue". At the "Meter Lock Code has been enabled" message, select "Continue".

6. Press **Clear** (back arrow key) to return to Options menu.

Basic Options

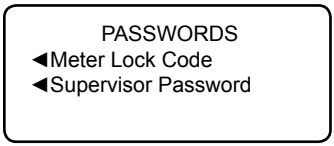
Changing the Lock Codes and Passwords (cont'd)

Setting/Disabling the Supervisor Password

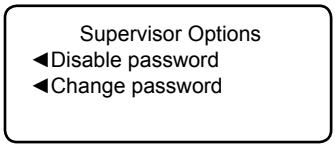
A Supervisor password can be used to prevent unauthorized account changes within the Departmental Accounting feature. If you establish a Supervisor password, a user will need to enter this password to add, edit, or delete Departmental Accounts; and for clearing Departmental Account totals.

ⓘ ***NOTE:*** You need to set up a Supervisor password also if you want to enable Account passwords (see *Chapter 8, Standard Accounting)*.

1. Press **Options**.
2. Press **Page Down** twice.
3. Select "LockCode/Passwords".
4. Select "Supervisor Password" If there is an existing supervisor password, you are prompted to key in the 4-digit code.



5. You then have a choice to either disable the password (if present) or change (or establish) the password.



   A. To disable the password:

      Select "Disable Password". At the "Supervisor Password has been disabled" message, select "Continue".

   B. To change or establish the password:

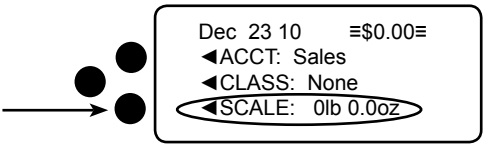
      Select "Change password". At the prompt, type in a new password (4 digits) and select "Continue". Re-enter the new password again to confirm and select "Continue". At the "Supervisor Password has been enabled" message, select "Continue".

6. Press **Clear** (back arrow key) to return to Options menu.

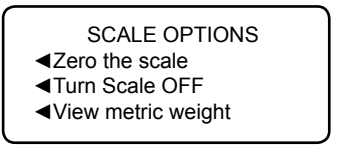
Basic Options

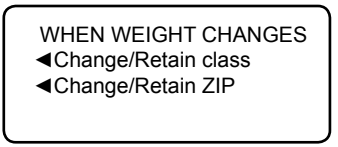
Setting Scale Options (if optional scale was purchased)

There are several options you can set with your scale such as zeroing the weight on the scale, turning the scale on/off, viewing metric weights, and saving/changing class or ZIP settings when weight changes on your scale. Most of the scale options are accessed by pressing the selection key next to SCALE: line at the Home screen.



The Scale Options menu choices are:





Zeroing the Scale

You can reset the scale to zero to lessen the chance of accidentally printing the wrong postage.

At a Using PC Meter Connect™

Select the *My Meter* tab, then click **Reset Scale To Zero**. A "Scale Has Been Recalibrated" message displays.

At Mailing Machine

1. At the Home screen, press the selection key next to SCALE: line.
2. Select "Zero the scale".
3. The scale will zero out the weight and you return to the Home screen.

Basic Options

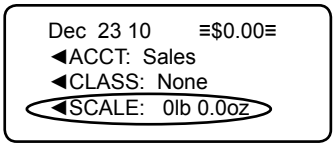
Setting Scale Options (cont'd)

Turning Scale On or Off

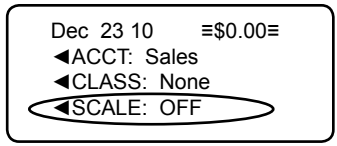
You may turn on and off the scale function as necessary.

1. At the Home screen, press the selection key next to SCALE: line.
2. Select "Turn Scale OFF (or ON)".
3. You return to the Home screen with either the scale on or off.

Scale Turned On Screen



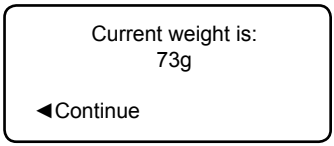
Scale Turned Off Screen



Viewing Metric Weight

You may view the weight currently displayed on the scale in grams.

1. At the Home screen, press the selection key next to SCALE: line.
2. Select "View metric weight".
3. The current weight displays in grams.



4. Select "Continue" to return to the Home screen.

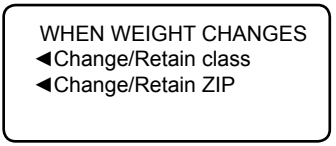
Basic Options

Setting Scale Options (cont'd)

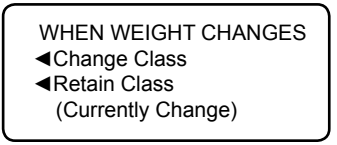
Setting Weight Change Options

You can set how the scale reacts regarding the class of service or ZIP code when the weight changes.

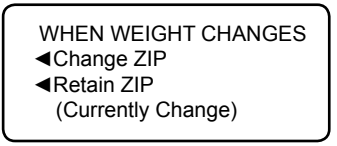
1. At the Home screen, press the selection key next to SCALE: line.
2. Press **Page Down**.
3. You have a choice to set the class setting or ZIP setting.



   A. To change Class settings, select "Change/Retain class". Select either change class or retain class when weight changes. The current condition is listed at the bottom of the screen.



   B. To change ZIP settings, select "Change/Retain ZIP". Select either change ZIP or retain ZIP when weight changes. The current condition is listed at the bottom of the screen.



4. Press **Clear** (back arrow key) to return to the Home screen.

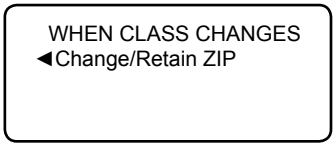
Basic Options

Setting Scale Options (cont'd)

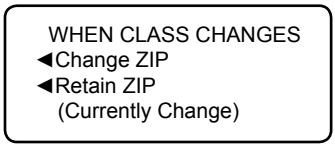
Setting Class Change Options

You can set how the scale reacts regarding the ZIP code when the class changes.

1. At the Home screen, press the selection key next to SCALE: line.
2. Press **Page Down** twice.
3. Select "Change/Retain ZIP".



4. Select either change ZIP or retain ZIP when class changes. The current condition is listed at the bottom of the screen.



5. Press **Clear** (back arrow key) to return to the Home screen.

Enabling Scale Stabilizing

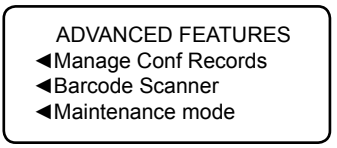
In a typical office environment, you may encounter ventilation systems occasionally blowing on the scale, accidental bumps to the scale and/or platform, and people dropping mail onto the platform. This could result in unstable weight readings and frequent scale re-zero operations. You can minimize these disturbances by enabling the scale stabilizing feature. Enabling this feature could cause a slight delay in scale response.

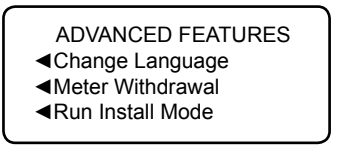
1. Press **Options**.
2. Press **Page Down**.
3. Select "Turn items ON/OFF.
4. Press **Page Down**.
5. Select "Scale Stabilizer".
6. The current setting (YES or NO) is listed on the screen. Follow the prompt to change the setting.
7. Press **Clear** (back arrow key) to return to the Home screen.

Advanced Options

Advanced options allow you access to features that are used very infrequently such as maintenance mode, system withdrawal, etc. The Advanced Feature menu includes:

- Manage USPS® Confirmation Delivery Records (refer to Pitney Bowes publication SV61156 for information on this optional feature). Visit our website (see page *v*) and enter "SV61156" in the search box on the home page to locate and view this document.
- Barcode Scanner (used to enter and track USPS special services on certain mail pieces with the above optional feature)
- Maintenance Mode (refer to *Chapter 10, Maintenance* for information on this option)
- Change Language
- Meter Withdrawal (for withdrawing postage funds from your system and for taking your system out of service)
- Run Install Mode





Advanced Options

Change Language

The machine is capable of displaying all screens, operator prompts, and options in either English or Spanish (Español). English is the default language when the machine is initially powered up. To change the screens to Spanish (or back to English when Español is selected):

1. Press **Options**.
2. Press **Page Down** twice.
3. Select "Advanced Features".
4. Press **Page Down** once.
5. Select "Change Language".
6. Select the desired language, English or Español

Your system will return to the first Advanced Features screen in the new language. To return to the Main screen press **Home**. The language you selected will remain in effect until it is changed again.

Barcode Scanner

This option allows you to set how the optional barcode scanner interprets data read from the barcode label attached to mail pieces that have a USPS Confirmation Services feature applied on them.

1. Press **Options**.
2. Press **Page Down** twice.
3. Select "Advanced Features".
4. Select "Barcode Scanner".
5. The following selections appear.
   A. *Default* - Use the soft key next to this selection to toggle between "E-Service" or "ZIP". This determines how the scanner interprets the data being scanned– as either an E-service code or a ZIP code – when entering USPS Confirmation services records into your mailing machine.
   B. *Auto-Enter* - Use the soft key next to this selection to toggle between "OFF" or "ON". This determines if the system automatically advances to the next screen after scanning a post code or barcode label, without having to press the softkey to continue to the next screen. If the setting is off, you have to manually press the softkey to continue to the next screen.

Advanced Options

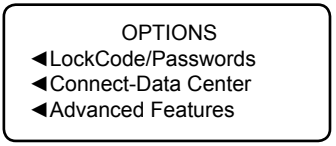
Meter Withdrawal (Withdrawing Postage Funds)

For a meter withdrawal, you need to move the remaining balance of postage from your system into your Postage By Phone® Account. Normally this is done if you are no longer going to use the machine.

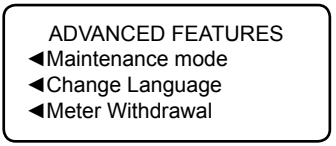
NOTE 1: Contact Pitney Bowes first before withdrawing funds.

NOTE 2: Machine must be connected to the Data Center.

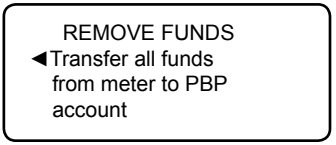
1. Press **Options**.
2. Press **Page Down** to the third screen.
3. Select "Advanced Features".



4. Press **Page Down** to the second screen.
5. Select "Meter Withdrawal".



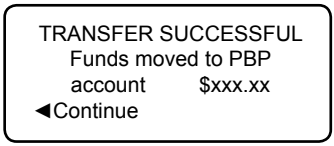
6. Select "Transfer all funds from meter to PBP account".



Advanced Options

Meter Withdrawal (Withdrawing Postage Funds) (cont'd)

7. The system connects into the Pitney Bowes Data Center (this may take a few moments). Various screens displays, letting you know the status of the process.
8. The Transfer Successful screen displays. Select "Continue".



9. At the prompt "Print Funds Report?", press **Yes/Enter** and insert envelope/tape sheet through machine (see sample below) OR simply press **Home**. "Out of Service" appears on the display.

NOTE: "Available" should show a zero ($000.000) dollar amount.

Advanced Options

Run Install Mode

Running “Install Mode” allows you to review, and change if desired, most of the values that were selected when the machine was first installed via the procedure in the Quick Install Guide. If you no longer have a copy of the Quick Install Guide (AWxxxx), you can download one from our website (see page *v* for support information).

NOTE: Do not run this option unless directed to do so by your Pitney Bowes representative.

To run the install mode:

1. Press **Options**.
2. Press **Page Down** twice
3. Select "Advanced Features".
4. Press **Page Down** once
5. Select "Run Install Mode".

At this point you will be presented the option to select a language, which is the first step of the install procedure. Simply follow the screen prompts until you reach the “Installation Successful” screen. Select "OK" and you will be returned to the main screen with your new values active.

8 • Standard Accounting (Option)

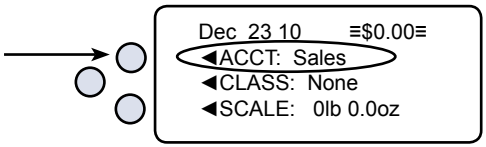
Standard Accounting Overview

An accounting feature on a mailing system allows you to track your postage costs by categories. These categories can represent whatever makes sense to your organization - departments, people, locations, projects, etc. Tracking your mailing expenses by category allows you to manage and budget your postal costs in a more efficient manner.

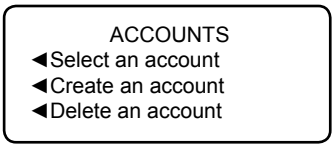
The standard accounting feature (optional) allows you to store the following information for each account:

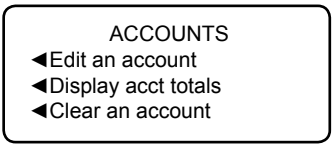
- A name up to 12 alphanumeric characters long.
- An account number.
- The item total. This is the total number of pieces of mail charged to an account since it was last cleared.
- The value total. This is the total amount of postage charged to an account since it was last cleared.
- An account password (if set up)

The maintenance of your accounts is done through programs on the Accounts menu (below), accessible by pressing the selection key next to ACCT: line at the Home screen (if the feature is activated).



Each Accounts menu option is discussed in this chapter.





Activating/Setting Up Standard Accounting

Use the table below to step you through the process of setting up standard accounting (assuming you purchased it). The table covers the entire "life cycle" of an account, from creation to deletion.

Step	Action	Description/Procedure
1	*Turn On Accounting Feature*	Turns on the Accounting feature. This is necessary before you can create accounts. 1. Press **Options**. 2. Press **Page Down**. 3. Select "Turn items ON/OFF. 4. Select "Accounting". 5. Select "Turn Accounting ON".
2	*Create a Supervisor Password*	If you establish a Supervisor password, a user will need to enter this password to add, edit, or delete Departmental Accounts; and for clearing Departmental Account totals. Also, you need to set up a Supervisor password before you can enable Account passwords. If you don't need this option, or you don't need passwords, you can skip to step 4. 1. Press **Options**. 2. Press **Page Down** twice. 3. Select "LockCode/Passwords". 4. Select "Supervisor Password". 5. At the prompt, type in a password (4 digits) and select "Continue". Re-enter the new password again to confirm and select "Continue". 6 At the "Supervisor Password has been enabled" message, select "Continue".
3	*Turn On Accounting Passwords Option*	Turns on the requirement for all operators to enter passwords when choosing an account (if a password has been established for an account). 1. From Home screen, press the selection key next to ACCT: line to display the Accounts menu. 2. Press **Page Down** twice and select "Acct Passwords". 3. Select "Turn Passwords ON". You return back to the Accounts menu.

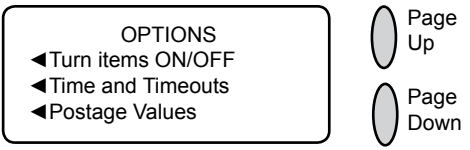
Activating/Setting Up Standard Accounting

Step	Action	Description/Procedure
4	*Create Account*	Sets up your account name (and password if desired). See *Creating an Account* later in this chapter for procedure.
5	*Maintain (Edit) Account*	Allows you to change the name and/or password of an account. See *Editing Account Names and Passwords* later in this chapter for procedure.
6	*Select Account*	Allows you to choose the specific account for recording postage. 1. From Home screen, press the selection key next to ACCT: line. 2. Select "Select an account". 3. Press **Page Down** to see more choices (if lit). Select an account. ⓘ ***NOTE:*** If a password has been assigned to this account, you will be prompted to enter one. Key in the 4-digit password if necessary. 4. You return to the Home screen with the name of the account listed below the date and amount line.
7	*View/Print Account Totals*	Allows you to see the accumulated totals for this account. • For viewing totals, see *Displaying Account Totals* later in this chapter for procedure. • For printing totals, see *Printing a Single Account Report* or *Printing a Multi-Account Summary Report* later in this chapter for procedure.
8	*Clear Accounts*	Allows you to clear the postage totals on accounts (for example, at the beginning of a new fiscal year) • For a single account, see *Clearing an Account* later in this chapter for procedure. • For all accounts, see *Clearing all Accounts* later in this chapter for procedure.
9	*Delete Accounts*	Allows you to delete an account. See *Deleting an Account* later in this chapter for procedure. ⓘ ***NOTE:*** Make sure you really want to delete an account. Once you do, the account information is gone.

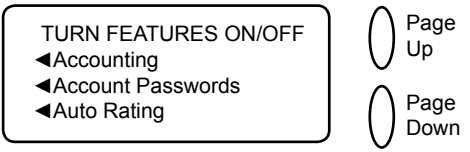
Turning On Standard Accounting

You need to turn on the standard accounting feature in order to track postage by account.

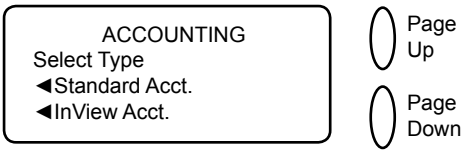
1. At the home screen, press **Options**.
2. Press **Page Down** and select "Turn items ON/OFF".



3. Select "Accounting".

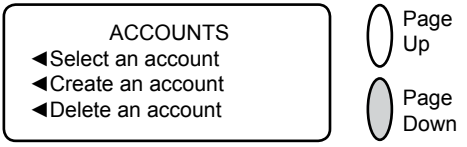


4. Select "Standard Acct.". If the supervisor password has been enabled, you are prompted to enter it. Key in the 4-digit password and select "Continue".



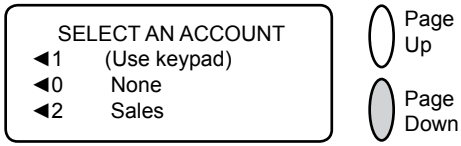
NOTE: If you want to enable inView Accounting, you must have purchased that option. See Svxxxxx for information on setting up InView Accounting.

5. The next screen shown depends on your machine settings:
   - If no accounts have been established, you are prompted to create an account. Follow the "Creating an Account" procedure later in this chapter, starting at step 2.
   - If accounts have been established already, the following screen displays. Select "Select an account".



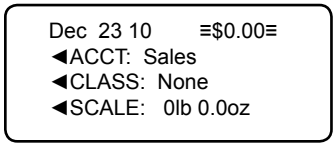
Turning On Standard Accounting

6. The "Select an Account" screen displays (a sample is shown below). Press **Page Down** to see more choices (if lit). To select an account:



   A. You may either key in the first digit of the account number if you know it and press **Yes/Enter**, OR
   B. Use the appropriate selection key next to the display.

7. You return to the Home screen with the name of the account listed (the example below shows "Sales" as the account chosen).



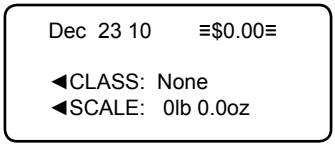
Turning Off Standard Accounting

You can temporarily turn off standard accounting whenever you wish.

NOTE: You will not be tracking postage by account when this feature is turned off.

1. From Home screen, press the selection key next to ACCT: line to display the Accounts menu.
2. Press **Page Down** twice and select "Turn accounting OFF". If a Supervisor password has been enabled, you are prompted to enter one. Key in the 4-digit password if necessary.

3. You return to the Home screen with no account displayed (see example below).



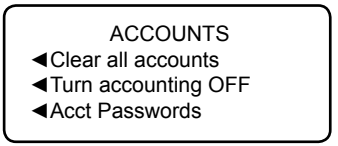
Turning On Account Passwords (Globally)

You can turn on the requirement for all operators to enter passwords when choosing an account.

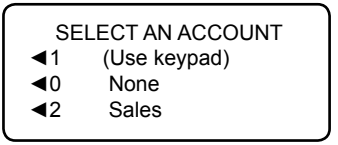
ⓘ ***NOTE 1:*** You need to set up a Supervisor password (see *Chapter 7, System Options)* before you can enable Account passwords.

ⓘ ***NOTE 2:*** You need to establish a password for each account to complete the process.

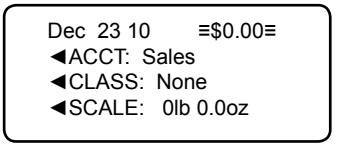
1. From Home screen, press the selection key next to ACCT: line to display the Accounts menu.
2. Press **Page Down** twice and select "Acct Passwords".



3. Select "Turn Passwords ON". You return back to the Accounts menu.
4. Select "Select an account".
5. The "Select an Account" screen displays (a sample is shown below). Press **Page Down** to see more choices (if lit). To select an account:



   A. You may either key in the first digit of the account number if you know it and press **Yes/Enter**, OR
   B. Use the appropriate selection key next to the display.
6. You return to the Home screen with the name of the account listed (the example below shows "Sales" as the account chosen).



7. Continue with "Creating an Account" later in this chapter to set up accounts with passwords.

Turning Off Account Passwords (Globally)

You can turn off the requirement for operators to enter passwords (if passwords are set up) when choosing an account.

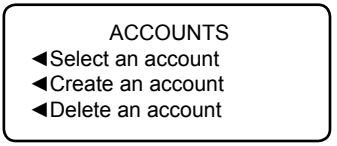
1. From Home screen, press the selection key next to ACCT: line to display the Accounts menu.
2. Press **Page Down** twice and select "Acct Passwords".

3. Select "Turn Passwords OFF".
4. You are prompted to enter the Supervisor password. Key in the 4-digit password. You return back to the Accounts menu.
5. Press **Clear** (back arrow key) or **Home** to return to the Home screen.

Creating an Account

You need to create an account before you can use the standard accounting feature to track postage.

1. From Home screen, press the selection key next to ACCT: line to display the Accounts menu.
2. Select "Create an account". If a Supervisor password has been enabled, you are prompted to enter one. Key in the 4-digit password if necessary.

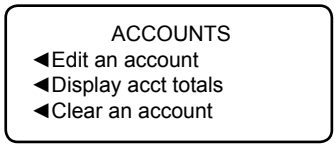


3. If the supervisor password has been enabled, you are prompted to enter it. Key in the 4-digit password and select "Continue".
4. The system will prompt for the name of this account. Key in a name for the account. It can be up to twelve alpha/numeric characters long. To access alpha characters, tap the appropriate number key until the desired character displays. When finished, select "Continue".
5. If a passwords have been enabled for accounts, you will be prompted to enter one.
   A. Key in the 4-digit password and select "Continue".
   B. At the confirmation password prompt, re-enter the new password and select "Set".
6. At the prompt to create another account, either:
   A. Press **Yes/Enter** and go back to Step 3 to enter another account OR
   B. Press **No** to continue. You return to the Accounts menu.
7. Press **Clear** (back arrow key) or **Home** to return to the Home screen.

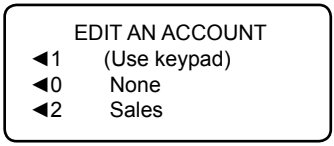
Editing Account Names and Setting Up Passwords

You can edit an account name and establish passwords for each account if you wish.

1. From Home screen, press the selection key next to ACCT: line to display the Accounts menu.
2. Press **Page Down** and select "Edit an account".



3. If the supervisor password has been enabled, you are prompted to enter it. Key in the 4-digit password and select "Continue".
4. The "Edit an Account" screen displays (a sample is shown below). Press **Page Down** to see more choices (if lit). To select an account:



   A. You may either key in the first digit of the account number if you know it and press **Yes/Enter**, OR
   B. Use the appropriate selection key next to the display.

5. If a password has been assigned to this account, you will be prompted to enter one. Key in the 4-digit password and select "Continue".

Editing Account Names and Setting Up Passwords

6. After the account is selected, you have a choice to edit the account name or edit the account password (if the account password option has been turned on).

   Edit Account Name option

   A. If you select "Edit acct. name", the system prompts you for the new name. Key in a new name for the account. It can be up to twelve alpha/numeric characters long. To access alpha characters, tap the appropriate number key until the desired character displays.

   B. Select "OK" when done.

   C. You are prompted if you want to change the account password also. If you select "Yes", continue with Step B from *Edit Account Password Option* below; otherwise, you return to the "Edit an Account" screen

   Edit Account Password option

   A. If you select "Edit acct. password", the system confirms you want to change the password. Press **Yes/Enter**.

   B. The system prompts you for the new password. Key in the new 4-digit password.

   C. Select "Continue" when done.

   D. At the confirmation password prompt, re-enter the new password.

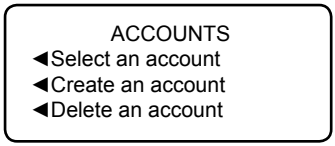
   E. Select "Set". You return to the "Edit an Account" screen.

7. Press **Clear** (back arrow key) three times or **Home** (once) to return to the Home screen.

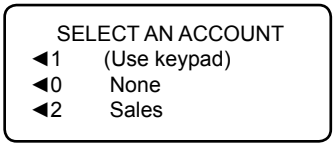
Selecting an Account

You need to select an account to track postage when using Departmental Accounting.

1. From Home screen, press the selection key next to ACCT: line to display the Accounts menu.
2. Select "Select an account"

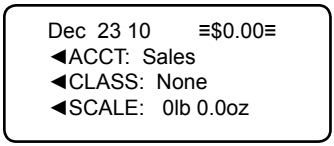


3. The "Select an Account" screen displays (a sample is shown below). Press **Page Down** to see more choices (if lit). To select an account:



   A. You may either key in the first digit of the account number if you know it and press **Yes/Enter**, OR
   B. Use the appropriate selection key next to the display.

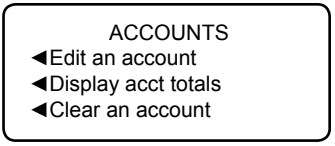
4. If a password has been assigned to this account, you will be prompted to enter one. Key in the 4-digit password if necessary.
5. You return to the Home screen with the name of the account listed (the example below shows "Sales" as the account chosen).



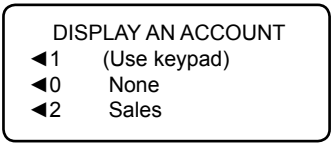
Displaying Account Totals

You can view your account totals anytime using this option.

1. From Home screen, press the selection key next to ACCT: line to display the Accounts menu.
2. Press **Page Down** and select "Display acct totals"

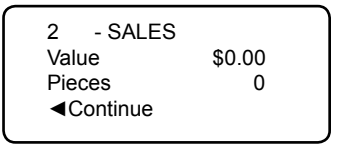


3. The "Display an Account" screen displays (a sample is shown below). Press **Page Down** to see more choices (if lit). To select an account:



   A. You may either key in the first digit of the account number if you know it and press **Yes/Enter**, OR
   B. Use the appropriate selection key next to the display.

4. The account number, name, pieces, and value of the postage used displays. Select "Continue".



5. You have a choice to either clear the account, view another account, or exit.
   A. Select "Clear this account" if you want to clear account totals. If your system has been set up to require a supervisor or account password, you are prompted to enter it. The "Clear an Account" screen displays and you continue with Step 3 from Clearing an Account on the next page.
   B. Select "View another acct" and go back to Step 3 to enter another account to view.
   C. Follow the prompts to exit this screen if you are finished.
6. You return back to the Accounts menu. Press **Clear** (back arrow key) or **Home** to return to the Home screen.

Printing a Single Account Report

This report provides the postage amount and number of pieces applied for a single account (if the Departmental Accounting feature is set up on your system).

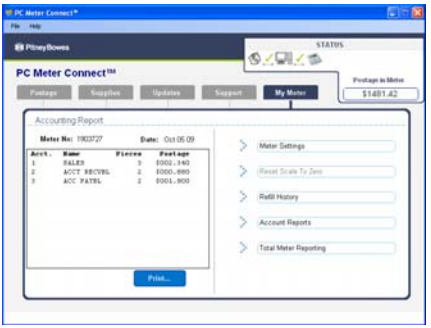
1. Press **Reports**.
2. Select "Printable report".
3. Select "Single Accounts Rpt".
4. Key in an account.
5. When prompted, insert tape sheet or envelope into machine. The report is printed and you return back to the Printable reports menu.
6. Press **Clear** (back arrow key) to return to Report type menu or press **Home** to return to the Home screen.

Printing a Multi-Account Summary Report

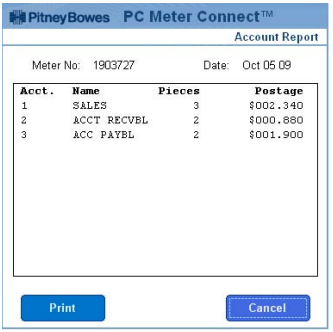
This report provides the postage amount and number of pieces applied for all of your accounts, listed individually (if the Departmental Accounting feature is set up on your system).

At a PC Using PC Meter Connect™ (Enhanced Version)

1. At the *My Meter* tab, click on **Account Reports.**
2. An Accounting Report panel displays on the left, listing all of the accounts with the number of pieces and postage used for each.



3. If you would like a printed version, click **Print**. An Account Report screen displays. Click **Print** to continue (or **Cancel** if you change you mind).



4. Select the printer to use from the list provided in Windows. The report is printed and you return to the Accounting Report screen.

Printing a Multi-Account Summary Report

At a PC Using PC Meter Connect™ (Enhanced Version) cont'd

ⓘ ***NOTE:*** If you are accessing features from PC Meter Connect™ (Enhanced version), please keep in mind the following:

- If the system is in "sleep" mode, accessing a feature from the Main Window will "awaken" the machine.
- Once in an awaken state, the machine must be at the "Home" screen (ready to print postage) to use features found on the *Postage*, *Updates*, and *My Meter* tabs on the Main Window. Otherwise, a "meter is busy" message displays on the PC. This condition can happen, for example, if you have the Accounting option set up on the system and the machine is waiting for someone to select an account for printing postage.

At Mailng Machine

1. Press **Reports**.
2. Select "Printable report".
3. Select "Multi Acct Summary".
4. When prompted, insert tape sheet or envelope into machine. The report is printed and the system returns back to the Printable reports menu.

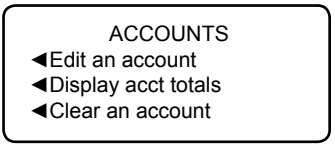
   ⓘ ***NOTE:*** If it is a multi-page report, you will be prompted to insert another envelope/tape sheet.
5. Press **Clear** (back arrow key) to return to Report type menu or press **Home** to return to the Home screen.

Clearing an Account

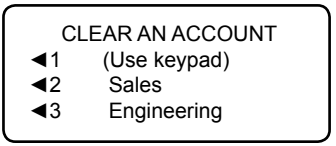
You can clear the postage totals on an account when necessary.

IMPORTANT: Make sure you really want to clear an account. Once you do, the account information is gone.

1. From Home screen, press the selection key next to ACCT: line to display the Accounts menu.
2. Press **Page Down** and select "Clear an account". If a Supervisor password has been enabled, you are prompted to enter one. Key in the 4-digit password if necessary.



3. The "Clear an Account" screen displays (a sample is shown below). Press **Page Down** to see more choices (if lit). To select an account:



   A. You may either key in the first digit of the account number if you know it and press **Yes/Enter**, OR
   B. Use the appropriate selection key next to the display.

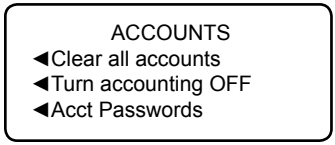
4. At the confirm clear prompt, press **Yes/Enter** (or **No** if you change your mind). The account is cleared and you return back to the Accounts menu.
5. Press **Clear** (back arrow key) or **Home** to return to the Home screen.

Clearing All Accounts

You can clear the postage totals on all accounts (for example, at the beginning of a new fiscal year) with this option.

IMPORTANT: Make sure you really want to clear all accounts. Once you do, the account information is gone.

1. From Home screen, press the selection key next to ACCT: line to display the Accounts menu.
2. Press **Page Down** twice and select "Clear all accounts". If a Supervisor password has been enabled, you are prompted to enter one. Key in the 4-digit password if necessary.



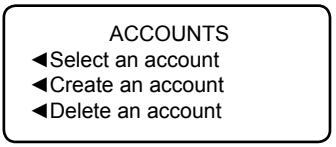
3. At the confirm clear prompt, press **Yes/Enter** (or **No** if you change your mind). All the accounts are cleared and you return back to the Accounts menu.
4. Press **Clear** (back arrow key) or **Home** to return to the Home screen.

Deleting an Account

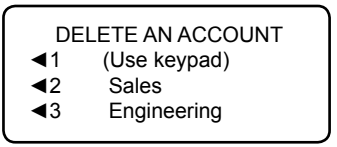
You can delete an account, but make sure you really want to because you cannot get the information associated with that account back after it has been deleted.

IMPORTANT: Make sure your really want to delete an account. Once you do, the account information is gone.

1. From the Home screen, press the selection key next to ACCT: line to display the Accounts menu.
2. Select "Delete an account". If a Supervisor password has been enabled, you are prompted to enter one. Key in the 4-digit password if necessary.



3. The "Delete an Account" screen displays (a sample is shown below). Press **Page Down** to see more choices (if lit). To select an account:



   A. You may either key in the first digit of the account number if you know it and press **Yes/Enter**, OR
   B. Use the appropriate selection key next to the display.
4. At the confirmation prompt to delete the account selected, press **Yes/Enter** to delete (or **No** if you change your mind).
5. In either case, you return to the Accounts menu screen. Press **Clear** (back arrow key) or **Home** to return to the Home screen.

9 • Reports

Overview of Reports

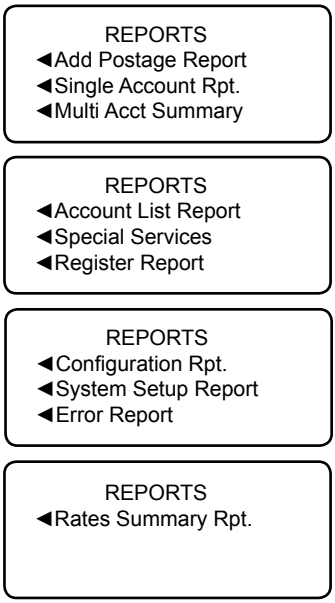
Your system allows you to print reports for funds usage, postage refills, postage tracked by account, and other valuable data. The reports are accessed by pressing **Reports**.

NOTE: Some reports can be printed on an envelope or tape strip; others require an optional attached printer (laser).

The available reports may include:

- Add Postage Report
- Single Account Report
- Multi-Account Summary Report
- Account List Report (can only be printed on a laser printer)
- Special Services Report
- Register (Funds) Report
- Configuration Report
- System Setup Report (can only be printed on a laser printer)
- Error Report
- Rates Summary Report

NOTE: The number of reports may vary, depending on the options installed on your machine.



Printing a Report

The report printing options available to you will depend on the type of report you have selected.

Printing on an Envelope or Tape Strip

1. Press **Menu**.
2. Select "Reports".
3. Select the appropriate report from the list. You may need to press the down arrow key to view additional reports.

   NOTE: If it have an attached printer, but want to print on an envelope or tape strip, select "Mailing Machine" when prompted.

   Place the envelope up against the back wall of the system and slide it to the right until the system grasps it.

   NOTE: If it is a multi-page report, you will be prompted to insert another envelope.
4. You will be prompted to print another report once printing is complete.
   - Select "Yes" to print an additional report.
   - Select "No" to return to the Home screen.

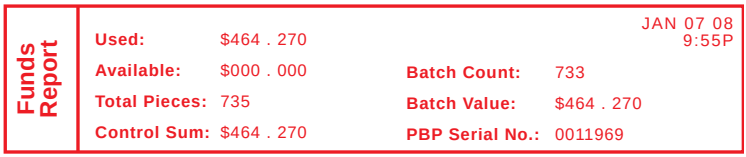
Printing to an Attached Printer

1. Press **Menu**.
2. Select "Reports".
3. Select the appropriate report from the list. You may need to press the green down arrow key to view additional reports.
4. When prompted, select "Attached Printer".
5. A message will appear indicating the report will be printed to the attached printer. Select "Return to Report Menu" to continue.

Register Report (Funds Report)

This report lists the postage used, postage available, pieces processed, and other information about your machine usage.

1. Press **Reports**.
2. Select "Printable report".
3. Select "Register Report".
4. When prompted, insert tape sheet or envelope into machine. The report is printed and the system returns back to the Printable reports menu.
5. Press **Clear** (back arrow key) to return to Report type menu or press **Home** to return to the Home screen.



Used – the total of all postage ever used in the meter

Available – the amount of postage left in the meter

Total Pieces – the total number of mail pieces run through the meter that had postage applied

Control Sum – the total of all postage refills for the meter and equals the amount *Used* plus *Available.* This is a postal requirement that verifies an accurate accounting of the postage in your meter.

Batch Count – the number of mail pieces that had postage applied since the last time the batch count was cleared

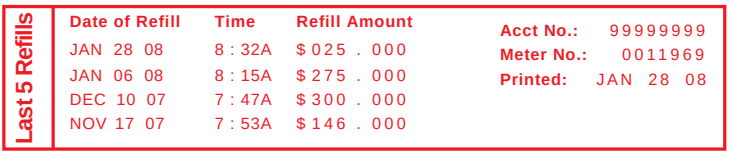
Batch Value – the amount of postage applied since the last time the batch value was cleared

PBP Serial No. – serial number of this meter (normally meter number)

Add Postage Report

This report lists the last five postage refills.

1. Press **Reports**.
2. Select "Printable report".
3. Select "Add Postage Report".
4. When prompted, insert tape sheet or envelope into machine. The report is printed and the system returns back to the Printable reports menu.
5. Press **Clear** (back arrow key) to return to Report type menu or press **Home** to return to the Home screen.



Date of Refill – the date of refill

Time – the time of refill

Refill Amount – amount of refill

Account No. – your Postage By Phone® system account number

Meter No. – serial number of this meter (normally meter number)

Printed – the date the report was printed

Single Accounts Report (Standard Accounting)

This report provides the postage amount and number of pieces applied for a single account (if the Departmental Accounting feature is set up on your system).

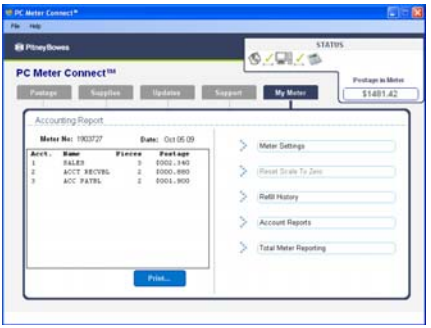
1. Press **Reports**.
2. Select "Printable report".
3. Select "Single Accounts Rpt".
4. Key in an account.
5. When prompted, insert tape sheet or envelope into machine. The report is printed and the system returns back to the Printable reports menu.
6. Press **Clear** (back arrow key) to return to Report type menu or press **Home** to return to the Home screen.

Multi-Account Summary Report (Standard Accounting)

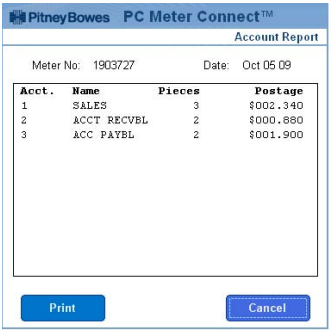
This report provides the postage amount and number of pieces applied for all of your accounts, listed individually (if the Departmental Accounting feature is set up on your system).

At a PC Using PC Meter Connect™ (Enhanced Version)

1. At the *My Meter* tab, click on **Account Reports.**
2. An Accounting Report panel displays on the left, listing all of the accounts with the number of pieces and postage used for each.



3. If you would like a printed version, click **Print**. An Account Report screen displays. Click **Print** to continue (or **Cancel** if you change you mind).



4. Select the printer to use from the list provided in Windows. The report is printed and you return to the Accounting Report screen.

Multi-Account Summary Report (Standard Accounting)

At a PC Using PC Meter Connect™ (Enhanced Version) cont'd

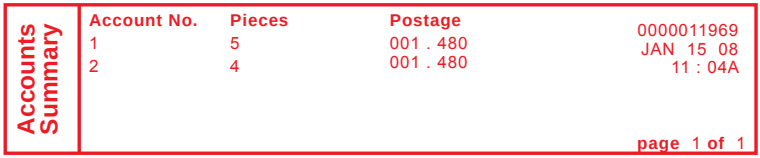
NOTE: If you are accessing features from PC Meter Connect™ (Enhanced version), please keep in mind the following:

- If the system is in "sleep" mode, accessing a feature from the Main Window will "awaken" the machine.
- Once in an awaken state, the machine must be at the "Home" screen (ready to print postage) to use features found on the *Postage*, *Updates*, and *My Meter* tabs on the Main Window. Otherwise, a "meter is busy" message displays on the PC. This condition can happen, for example, if you have the Accounting option set up on the system and the machine is waiting for someone to select an account for printing postage.

At Mailing Machine

1. Press **Reports**.
2. Select "Printable report".
3. Select "Multi Acct Summary".
4. When prompted, insert tape sheet or envelope into machine. The report is printed and the system returns back to the Printable reports menu.

   NOTE: If it is a multi-page report, you will be prompted to insert another envelope/tape sheet.
5. Press **Clear** (back arrow key) to return to Report type menu or press **Home** to return to the Home screen.



Account List Report (Standard Accounting)

This is a laser printed report only that provides the postage amount and number of pieces applied to all of your accounts (if the Departmental Accounting feature is set up on your system).

1. Press **Reports**.
2. Select "Printable report".
3. Select "Account List Report".
4. When prompted, make sure the laser printed is connected to your machine, then select "Continue"
5. The report is printed and you to return to Report type menu.

System Setup Report

The System Setup Report is laser printed report only that gives you comprehensive information about your total mailing machine. The entire report must be printed on an attached printer. It provides information on:

- Serial Numbers
- System Versions
- Funds and Piece Information
- Warning Values
- Time Settings
- Advertisements
- Inscriptions
- Accounting Set Up
- Modem Set Up
- Scale Settings
- Presets

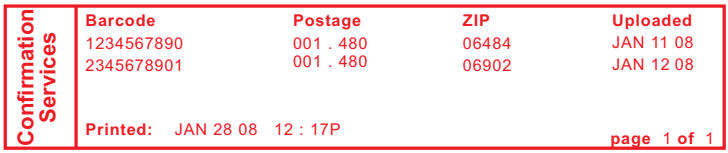
1. Press **Reports**.
2. Select "Printable report".
3. Select "System Setup Report".
4. When prompted, make sure the laser printed is connected to your machine, then select "Continue"
5. The report is printed and you to return to Report type menu.

Special Services Report (USPS® Confirmation Services)

This report is used in conjunction with the optional USPS® Confirmation Services feature and provides a list of the last 20 mail pieces (by barcode number) that had one of the USPS® Confirmation Services applied to them.

1. Press **Reports**.
2. Select "Printable report".
3. Select "Special Services".
4. When prompted, insert tape sheet or envelope into machine. The report is printed and the system returns back to the Printable reports menu.

   NOTE: If it is a multi-page report, you will be prompted to insert another envelope/tape sheet.
5. Press **Clear** (back arrow key) to return to Report type menu or press **Home** to return to the Home screen.



Barcode – the barcode number entered when applying the Confirmation Service to a particular mail piece

Postage – the total amount of postage applied to this mail piece

ZIP – the delivery ZIP code of the mail piece

Uploaded – the date this USPS® Confirmation Services record was uploaded to the Pitney Bowes (and later) USPS® data center

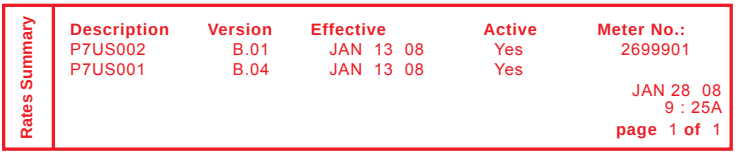
Printed – the date and time this report was printed

Rates Summary Report

This report provides a summary of the rate files that are currently active in your system. You can print this as a way to confirm that you have received the latest rates.

1. Press **Reports**.
2. Select "Printable report".
3. Press **Page Down** once
4. Select "Rates Summary Rpt".
5. When prompted, insert tape sheet or envelope into machine. The report is printed and the system returns back to the Printable reports menu.

   NOTE: If it is a multi-page report, you will be prompted to insert another envelope/tape sheet.
6. Press **Clear** (back arrow key) to return to Report type menu, or press **Home** to return to the main screen.


Rates Summary

Description	Version	Effective	Active	Meter No.:
P7US002	B.01	JAN 13 08	Yes	2699901
P7US001	B.04	JAN 13 08	Yes	

JAN 28 08
9 : 25A
page 1 of 1

Description – the specific type of rate

Version – the alpha-numeric identifier used for this rate

Effective Date – the date the rate takes effect

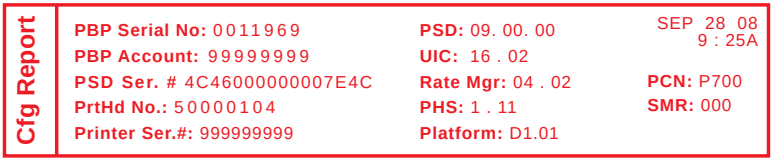
Active – indicates if the rate is active ("Yes" or No")

Meter No. – the serial number of this meter

Configuration Report

This report lists configuration information about your machine and Postage By Phone® account. It is generally a report you will not have to access unless your Pitney Bowes Customer Service Representative requests that you print it out.

1. Press **Reports**.
2. Select "Printable report".
3. Select "Configuration Report".
4. When prompted, insert tape sheet or envelope into machine. The report is printed and the system returns back to the Printable reports menu.
5. Press **Clear** (back arrow key) to return to Report type menu or press **Home** to return to the Home screen.

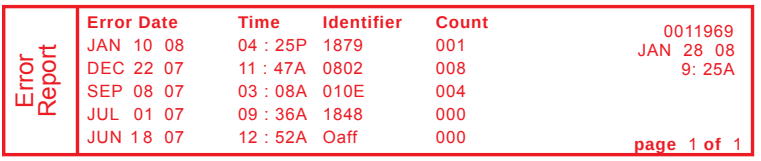


Error Report

This report provides a history of error codes that your machine has encountered. It is generally a report you will not have to access unless your Pitney Bowes Customer Service Representative requests that you print it out.

1. Press **Reports**.
2. Select "Printable report".
3. Select "Error Report".
4. When prompted, insert tape sheet or envelope into machine. The report is printed and the system returns back to the Printable reports menu.

   NOTE: If it is a multi-page report, you will be prompted to insert another envelope/tape sheet.
5. Press **Clear** (back arrow key) to return to Report type menu or press **Home** to return to the Home screen.


Error Report

Error Date	Time	Identifier	Count
JAN 10 08	04 : 25P	1879	001
DEC 22 07	11 : 47A	0802	008
SEP 08 07	03 : 08A	010E	004
JUL 01 07	09 : 36A	1848	000
JUN 18 07	12 : 52A	Oaff	000

0011969
JAN 28 08
9: 25A

page 1 of 1

10 • Maintenance

Messages Indicating Ink Cartridge Replacement

NOTE: We recommend that you keep a spare ink cartridge on hand at all times.

Your actual ink usage will vary, depending on whether you routinely print ads, how many pieces of mail you print a day and other factors.

The machine display tells you when the ink supply is low or exhausted with the following messages:

“Low Ink"

Replace the ink cartridge soon. You can print about another 300 impressions or leave the system running for six days without printing. If you don’t have a replacement cartridge on hand, you should order one now. See *Chapter 12, Supplies and Options* for part numbers to order this item.

"Ink Out”

Replace the ink cartridge immediately. The ink supply is gone; you won't be able to print postage in this condition.

IMPORTANT: Have a spare the ink cartridge available as soon as you see the “Low Ink” alert.

Messages Indicating Ink Waste Tank Replacement

“Waste Tank - Tank is nearly full"

The waste ink tank is nearly full. Call the Supplies number at Pitney Bowes (see page v) and order a waste ink pad replacement kit (52F-B). You will be able to print postage in this condition, but only for a limited time.

“Waste Tank Full!"

The waste ink tank is full. If you haven't already, call the Supplies number for Pitney Bowes and order a waste ink pad replacement kit (see above). You will not be able to print postage in this condition.

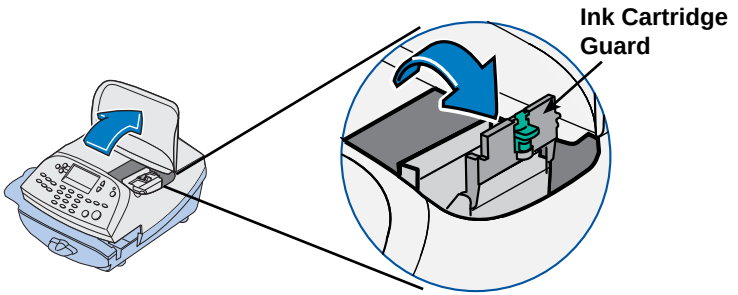
Printing a $0.00 Meter Stamp

If you want to check the ink imprint (meter stamp) on your machine, you can generate a $0.00 meter stamp for this purpose. At the Home screen, simply press **Zero**, then **Yes/Enter**, and slide an envelope (or tape sheet) through the machine.

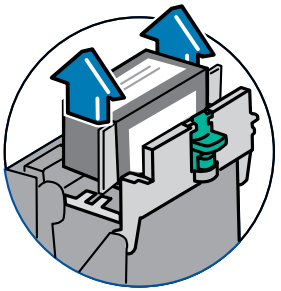
Replacing the Ink Cartridge

1. If you have a DM200L/DM225L, remove the weighing platform by lifting it straight up.
2. Open the top cover. A "Top Cover Open" message displays.

3. Select "Replace Ink Tank" to continue (if you don't want to change the ink cartridge at this time, simply close the top cover). The message "Moving ink tank to replacement position" displays.
4. Unlatch and flip open the ink cartridge guard.

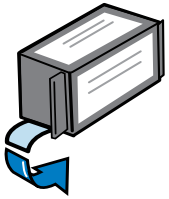


5. Lift up and remove old ink cartridge and discard.

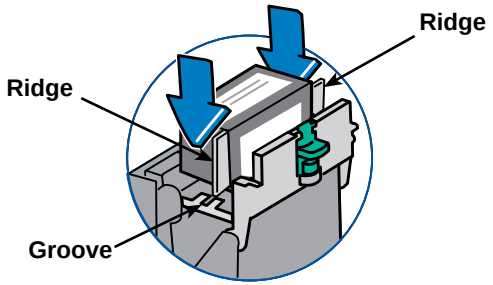


Replacing the Ink Cartridge

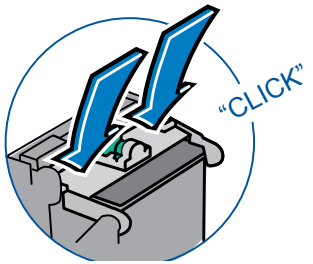
6. Remove tape on bottom of new ink tank cartridge.



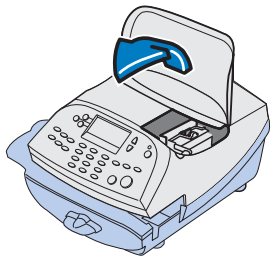
7. Lower the ink cartridge into the cavity (the label on the top of the cartridge should face the front of your system). The ridges on either side of the cartridge will slide into the grooves.



8. Close the ink cartridge guard and click to secure.



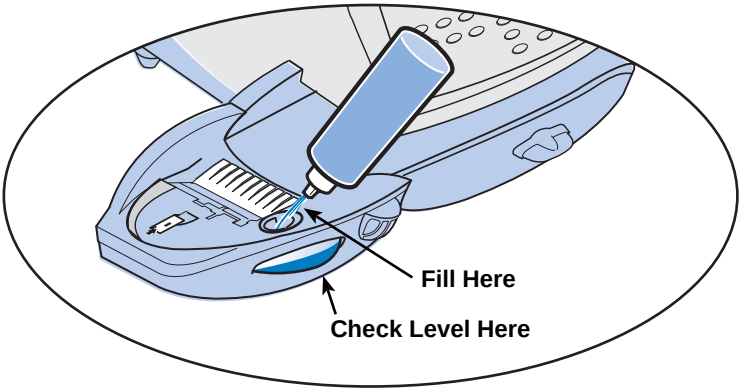
9. Close the cover. The system automatically starts an ink initialization process and in a few moments returns you to the Home screen.



Filling the Moistener

Refer to the following procedure to refill the moistener.

1. Check the moistener tank to see how much sealing solution is left.



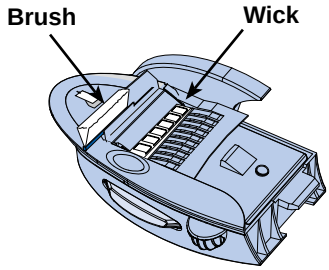
2. Add enough E-Z Seal® to bring the sealant level up to the bottom of the fill hole. We recommend E-Z Seal because it helps keep your moistener clean and improves sealing efficiency. See *Chapter 12, Supplies and Options* for part numbers to order this item.

3. If the tank was empty, allow 30 minutes for the moistener brush and wick to get completely wet.

IMPORTANT: Do not overfill the moistener tank.

Maintaining the Moistener

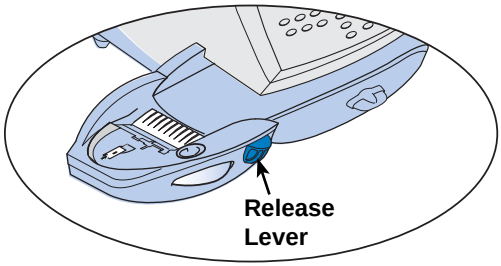
If you notice incomplete or poor sealing and the moistener tank is full, you may need to clean the moistener brush or wick. If seal quality doesn't improve after cleaning, you can replace the moistener brush or wick as needed.



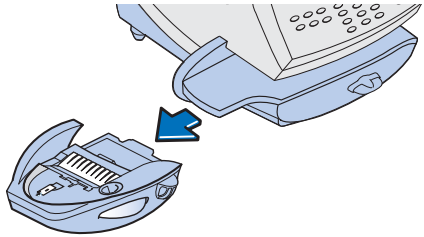
See *Chapter 12, Supplies and Options* for part numbers to order these items for your machine.

Removing and Cleaning the Moistener Brush

1. Push down on the blue release lever on the moistener.



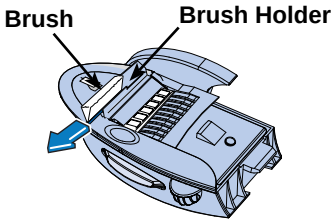
2. Pull the moistener straight out to the left.



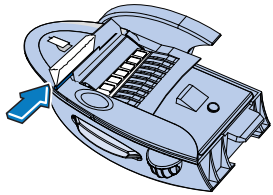
Maintaining the Moistener

Removing and Cleaning the Moistener Brush (cont'd)

3. Open the hinged brush holder.
4. Grasp the bristles and slide the brush out of the hinged brush holder, toward the front of the moistener tank.

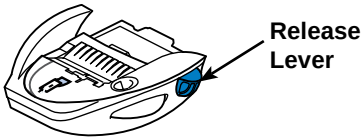


5. Clean the brush in plain water, and rinse thoroughly. Blot the brush with a paper towel to remove excess water
6. Position the brush as shown at right so its bottom edge is under the mounting tabs.
7. Slide the brush back toward the rear of the moistener.

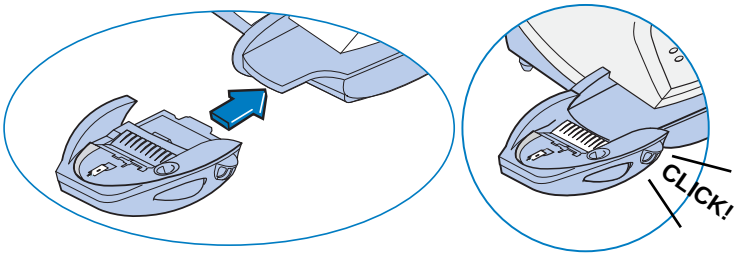


i ***NOTE:*** At this point, if you need to clean the wick and holder, go to" Removing and Cleaning the Moistener Wick and Holder" procedure on the next page. Otherwise, just continue with step 8.

8. Reinstall the moistener. Push down on the blue release lever on the moistener.



9. Slide the moistener back onto the machine. You should hear a click as it engages.

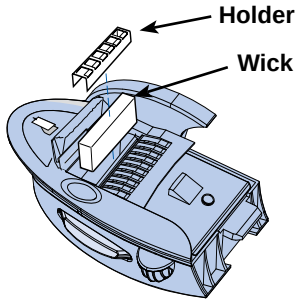


Maintaining the Moistener

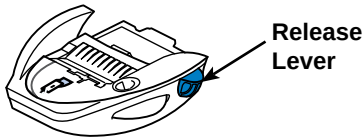
Removing and Cleaning the Moistener Wick and Holder

NOTE: This procedure assumes you have done steps 1 to 7 from the previous "Removing and Cleaning the Moistener Brush" section.

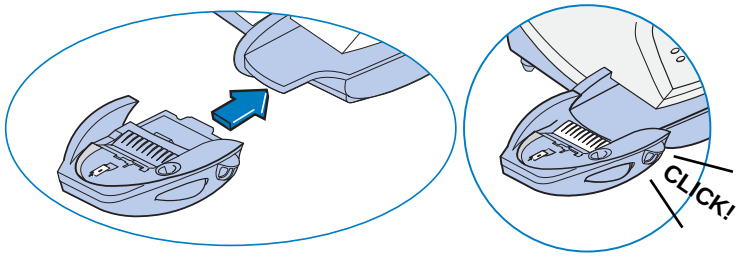
1. Pull up and remove the holder and wick from the moistener as shown here.



2. Separate wick from metal holder, clean the wick in plain water, and rinse thoroughly. Blot the wick with a paper towel to remove excess water
3. Place the wick back in the holder.
4. Reinstall the wick and holder assembly into moistener. Be sure to seat the holder against the top of the wick.
5. Reinstall the moistener. Push down on the blue release lever on the moistener.

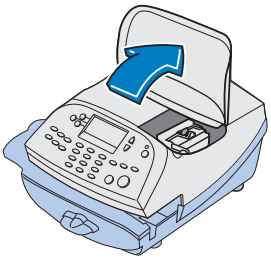


6. Slide the moistener back onto the machine. You should hear a click as it engages.

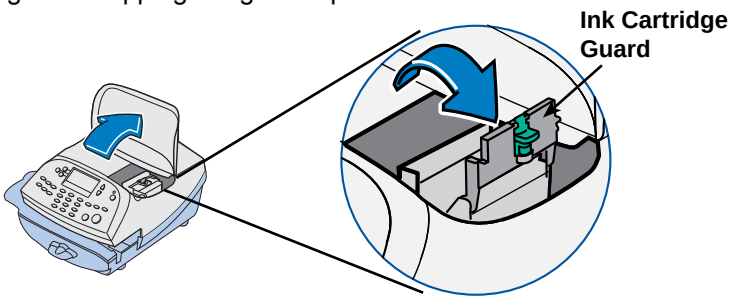


Replacing the Print Head

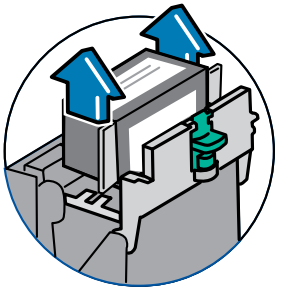
1. If you have a DM200L/DM225L, remove the weighing platform by lifting it straight up.
2. Open the top cover. A "Top Cover Open" message displays.



3. Select "Replace Ink Tank" to continue (if you don't want to change the print head at this time, simply close the top cover). The message "Moving ink tank to replacement position" displays.
4. Unlatch the ink cartridge guard by sliding the green lever to the right and flipping the guard open.

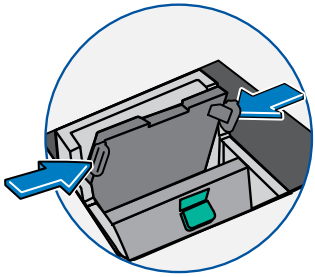


5. Lift up and remove ink cartridge.

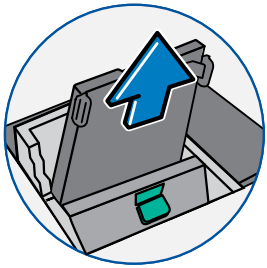


Replacing the Print Head

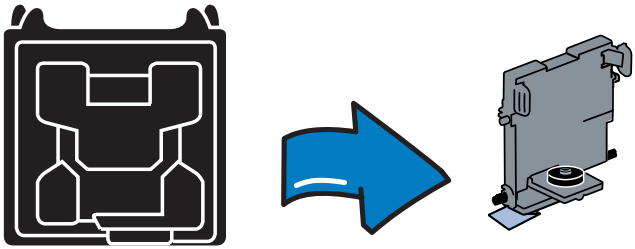
6. Squeeze in on the two gray tabs on either side of the print head so that they slide toward each other.



7. While squeezing, lift and tilt the print head to the right toward the space for the ink cartridge. The print head should come up out of the machine.

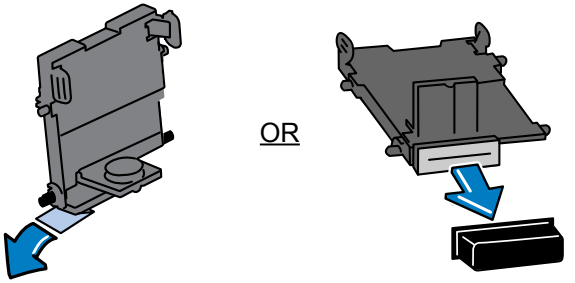


8. Remove the print head from packaging.



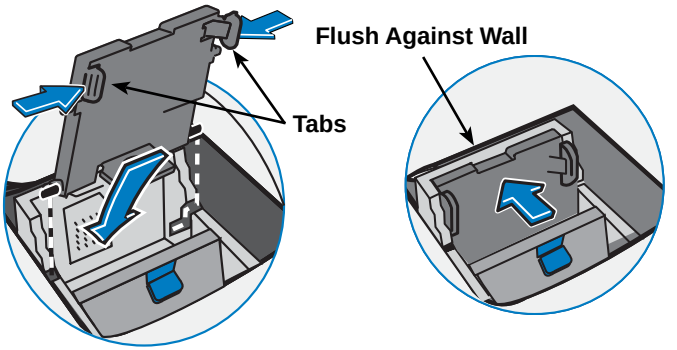
Replacing the Print Head

9. Remove the protective tape or the black cap from the bottom of the replacement print head.



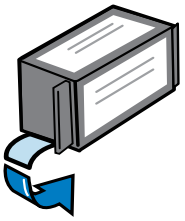
Protective Tape **Black Cap**

10. Squeeze the two gray tabs on either side of the new print head and slightly angle the print head while pushing the print head flush against the wall.



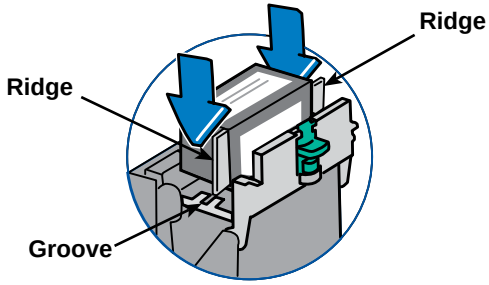
11. If you are using the same ink cartridge you removed in Step 5, continue with step 12.

    Otherwise, if you are putting in a new ink cartridge, remove tape on bottom of new ink tank cartridge.

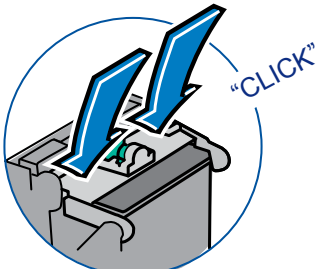


Replacing the Print Head

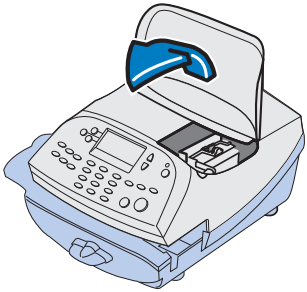
12. Lower the ink cartridge into the cavity (the label on the top of the cartridge should face the front of your system). The ridges on either side of the cartridge will slide into the grooves.



13. Close the ink cartridge guard and click to secure.



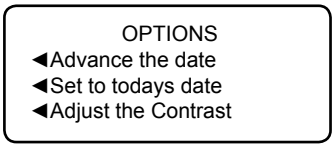
14. Close the cover. The system automatically recognizes the new cartridge and in a few moments returns you to the Home screen.

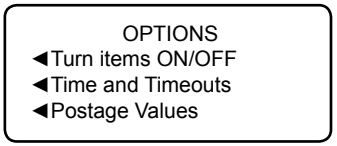


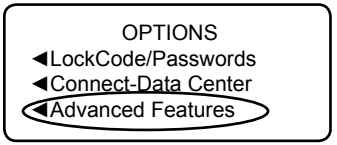
Running Print Tests

The system has several tests that let you check print performance and help you determine printing problems.

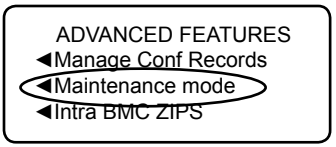
These tests are accessible by pressing **Options**, pressing **Page Down** to the third screen, and selecting "Advance Features".



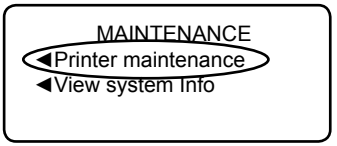




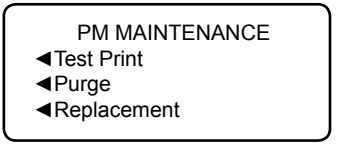
Once you are in Advanced features, select "Maintenance Mode".



Once you are in Maintenance menu, select "Printer maintenance".



The PM Maintenance menu displays.

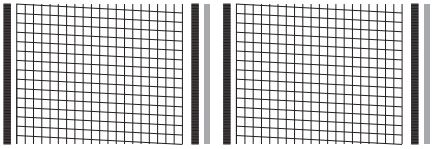


Running Print Tests

Test Print

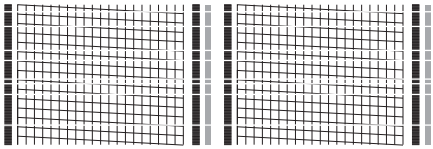
The test print allows you to print a test pattern to see if the print head is functioning properly or you have enough ink in the cartridge.

1. Press **Options.**
2. Press **Page Down** twice.
3. Select "Advanced Features".
4. Select "Maintenance mode".
5. Select "Printer maintenance".
6. Select "Test Print".
7. When prompted, insert an envelope through the machine.
8. You are prompted if the test pattern is OK.
   A. If yes, press **Yes** and you return to the PM Maintenance menu.



Good Test Print (No Missing Lines)

   B. If no, press **No** and the system executes a purge. This may take a few moments. When finished, you return to the PM Maintenance menu.



Poor Test Print (Missing Lines)

9. Press **Home or Clear** (back arrow key) 4 times to return to the Home screen.

NOTE: If the system continues to print poor test prints, you should replace your ink cartridge (see "Replacing the Ink Cartridge" earlier this chapter) and then perform another test print (see above).

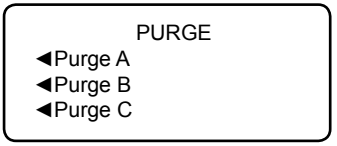
If the ink cartridge replacement does not resolve the issue, contact Pitney Bowes (see page *v*).

Running Print Tests

Purge

The test print allows you to purge the print heads in an effort to fix a printing problem

1. Press **Options.**
2. Press **Page Down** twice.
3. Select "Advanced Features".
4. Select "Maintenance mode".
5. Select "Printer maintenance".
6. Select "Purge".
7. You have a choice of 4 purges to use. Normally selecting "Purge A" is sufficient to purge the system, unless directed by a Pitney Bowes agent to do otherwise.



8. The system executes a purge. This may take a few moments. When finished, you return to the Purge screen.
9. Press **Clear** (back arrow key) 5 times to return to the Home screen.

Running Print Tests

Replacement of Print Head or Cartridge

This option steps you through the procedure to replace either the print head or ink tank (cartridge).

NOTE: See "Replacing the Ink Cartridge" or "Replacing the Print Head" at the beginning of this chapter which explains these procedures in detail using figures.

1. Press **Options.**
2. Press **Page Down** twice.
3. Select "Advanced Features".
4. Select "Maintenance mode".
5. Select "Printer maintenance".
6. Select "Replacement".
7. You have a choice to replace the print head or ink tank (cartridge)

   PM REPLACEMENT
   ◄Replace Print Head
   ◄Replace Ink tank

   The steps for each are the same, the only difference is with the maintenance the system performs.
8. You are prompted to open the top cover.
9. After the cover is opened and the print head moves into replacement position, you are prompted to replace the print head or ink tank.

   Ink Tank - Follow steps on pages 10-2 through 10-3 for instructions.

   Print Head - Follow steps on pages 10-8 through 10-11 for instructions.
10. After replacing the print head and closing the cover, the machine resets and you return to the Home screen.

This page was put in as a placeholder so you can print this guide in a duplex (double-sided) mode while keeping the proper page positions.

11 • Troubleshooting

Getting Help

There may be times when you need help to solve a problem, or you may want more information about how your mailing system works. Pitney Bowes provides several information resources. See page *v* for our web and phone support information.

Before you contact us, please read the troubleshooting information in this chapter. In many cases, it can help you resolve the problem. Also, you can often restore normal operation by powering down the unit and then powering it on. On the DM100i and DM200L, this is done by disconnecting the power cord and reconnecting it. On the DM125 and DM225, simply use the power switch on the rear of the unit.

If you need to call, please have the following information at hand:

- Model Identification: See page *v* and *Chapter 2, Getting to Know Your System*
- Serial number: See the back of the system.
- Nature of problem: What happens and when does it happen? Did the machine display an error message?
- The steps you've already taken to solve the problem and the results.

Messages on the LCD Display

From time to time your system will display an alert or error message. An alert tells you that something needs attention; an error message usually tells you about a system condition you can fix. In rare instances you may have to call for service or assistance (see page *v*).

Blank Display

Symptom	Cause	Solution
Power lamp is not lit on the machine	No power coming into machine	Check that: • Power switch, located above the power receptacle on the backside of the machine, is turned on. • power cord is plugged into both mailing machine base and wall outlet • power cord is not connected to a switched wall outlet, power strip, or surge protector
Power lamp is yellow on the machine	Machine in sleep mode	Press any key to "awaken" it.

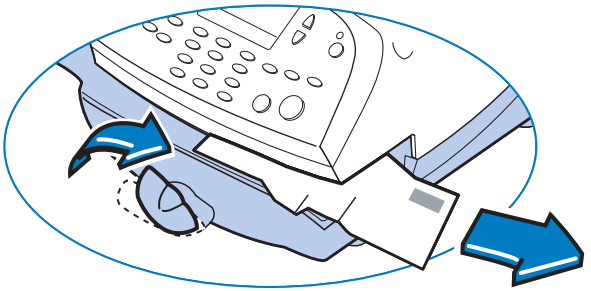
Display Problems (display hard to read)

The display contrast needs adjustment.

1. Press **Options**.
2. Select "Adjust the Contrast".
3. Select "Increase Contrast" or "Decrease Contrast" to change the contrast level as necessary.
4. Press **Home** to return to the Home screen.

Feeding Problems (stalled envelopes)

1. Move transport release lever 1/4 turn to the right (clockwise) to the "released" position (vertical).
2. Carefully pull envelope out from right.



3. Make sure deck is clear of paper fragments.
4. Move transport release lever 1/4 turn to the left (counter-clockwise) back to the "home" position (horizontal).

NOTE: To avoid stalled (jammed) envelopes:

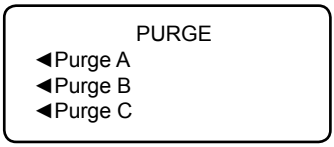
- Make sure your envelopes meet our published specifications. See *Appendix D, Specifications*.
- Feed envelopes correctly. See the instructions in *Chapter 3, Running Mail*. Don't try to feed oversize envelopes through the machine. Use tape strips instead.

Printing Problems

Symptom	Cause	Solution
Machine won't print	Machine is in seal-only mode	This mode disables printing. Press **Home** to return to Home screen and resume printing.
Meter Stamp is incomplete or streaked; poor print quality	Ink cartridge needs replacing	Replace ink cartridge. See the instructions in *Chapter 10, Maintenance*.
	Print nozzles clogged	Perform a print purge in an effort to fix the printing problem (see procedure below)
"Waste Tank Full!" message	Waste ink tank is full	Call Pitney Bowes (see page v). You will not be able to print postage in this condition.
"Waste Tank - Tank is nearly full" message	Waste ink tank is nearly full	Call Pitney Bowes (see page v). You will be able to print postage in this condition, but only for a limited time.

Print Purge Procedure

1. Press **Options.**
2. Press **Page Down** twice.
3. Select "Advanced Features".
4. Select "Maintenance mode".
5. Select "Printer maintenance".
6. Select "Purge".
7. You have a choice of four purges to use. Normally selecting "Purge A" is sufficient to purge the system, unless directed by a Pitney Bowes agent to do otherwise.



8. The system executes a purge. This may take a few moments. When finished, you return to the Purge screen.
9. Press **Clear** (back arrow key) five times to return to the Home screen.

***NOTE**:* If printer maintenance fails to correct the problem, call Pitney Bowes (see page v).

Moistening Problems (envelopes don't seal)

Symptom	Solution
Incorrect feeding	Make sure you slide the envelope flap under the blue edge of the feed deck. If you don't, the moistener can't wet the flap.
Low sealant level	Check the sight glass on the left side of the moistener tank. If the sealant level is low, add E-Z Seal® solution until it reaches the bottom of the fill hole. See the instructions in *Chapter 10, Maintenance*.
Dry moistener brush	Try wetting the moistener brush. If the brush drys out quickly, replace the moistener wick as explained in *Chapter 10, Maintenanc*e.
Dirty moistener brush	Remove the moistener brush. Clean it in plain water and rinse thoroughly (see *Chapter 10, Maintenance)*
Worn moistener brush	Replace the moistener brush (see *Chapter 10, Maintenance)*

***NOTE**: See C*hapter 12, Supplies and Options* for part numbers for replacement brushes and E-Z Seal® solution. See page v for contact information.

Problems Connecting to the Data Center via Analog Line

Symptom	Solution
Improper phone line or phone line not connected to machine	• Make sure you've connected your machine to a dedicated analog phone line (the same type you connect your home phone to). If you are using a DSL line, you should use a DSL filter obtained from your DSL provider. • Make sure the phone line connectors are firmly seated in their receptacles. • Try using the PC Meter Connect™ method to communicate with the Data Center if an internet PC is available (see *Chapter 6, Adding Postage/Connecting to the Data Center*).
Incorrect setup of system options	Go to the *Chapter 7, System Options,* and check the following: • Does your phone system require you to dial a prefix number to get an outside phone line? Make sure to include this in the setup if needed. • Is the dial method correct? You have to tell the machine if your phone uses a pulse or tone for dialing.

Problems Connecting to Data Center via LAN Network

Symptom	Solution
Machine may not be connected to LAN Internet Connection	• Make sure you've connected your machine to a working LAN Internet connection. Contact your network administrator if you suspect issues with your LAN network. • Make sure the LAN internet cable USB Internet adapter connectors are firmly seated in their receptacles • Make sure the adapter lights are lit to show an active connection. • Ensure that no phone cord is connected to the mailing machine when the LAN is installed. • If LAN internet connectivity is not available, disconnect the USB network adapter and LAN internet cable from the USB port. Connect via a USB cable connected to a PC having PC Meter Connect™ or via analog phone line using the analog phone cable to the phone port (see *Chapter 6, Adding Postage/Connecting to the Data Center*).

Problems Connecting to the Data Center via the PC

You cannot access www.pitneybowes.ca from your PC using Internet Explorer

Contact your IT administrator for any special setup needed to enable your PC and Internet Explorer to access the Internet.

Problems Connecting to the Data Center via the PC

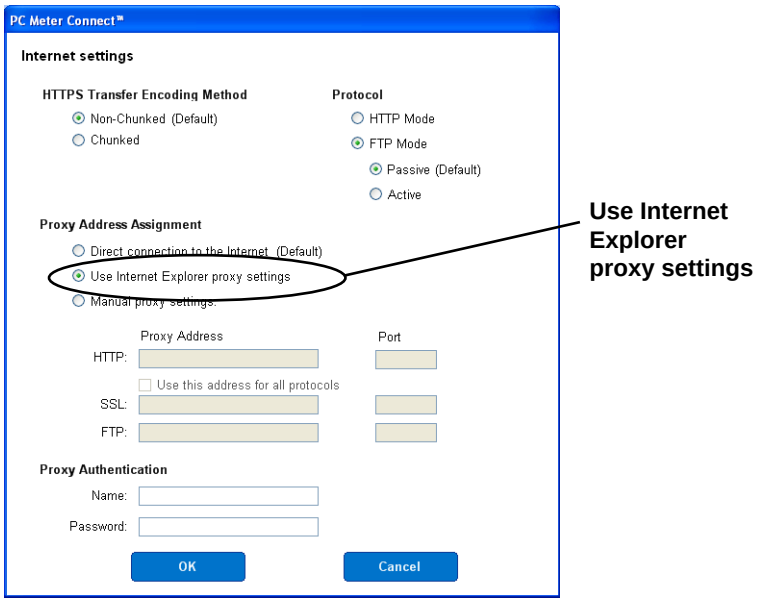
You can access www.pb.com using Internet Explorer but PC Meter Connect™ cannot detect the Internet

(see also "Troubleshooting" in *Appendix A - PC Meter Connect™.*)

1. Right click on the PC Meter Connect™ tray icon and select "Internet Settings...".

2. At the Internet Settings configuration screen, do either of the following:

   Solution A - Set your PC Meter Connect™ to use the same settings that Internet Explorer uses to connect to the Internet. Choose “Use Internet Explorer proxy settings” under Proxy Address Assignment (see screen below) and click **OK**.



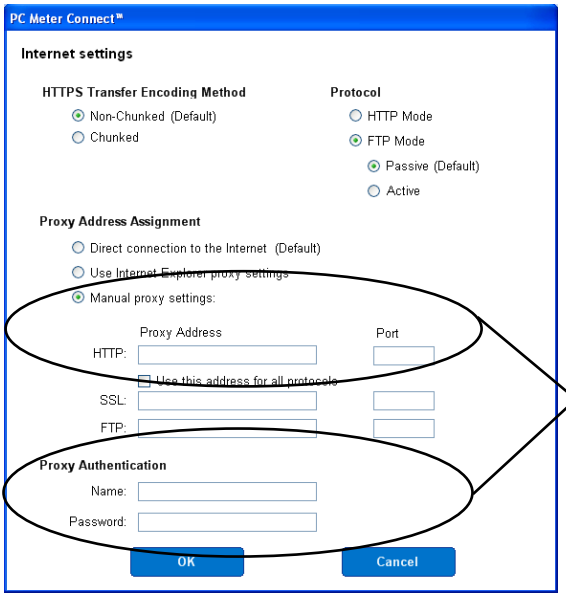
Internet Settings Screen in PC Meter Connect™

continued->**

Problems Connecting to the Data Center via the PC

You can access www.pitneybowes.ca using Internet Explorer but PC Meter Connect™ cannot detect the Internet (cont.)

Solution B - Enter your own network's Proxy Address and Authentication settings (if used). Contact your IT administrator for these settings. Click "Manual proxy settings", and enter the proxy settings and proxy authentication (if used) provided by your IT administrator (see screen below). Click **OK.**



Use "Manual proxy settings" (and "Proxy Authentication", if used)

Internet Settings Screen in PC Meter Connect™

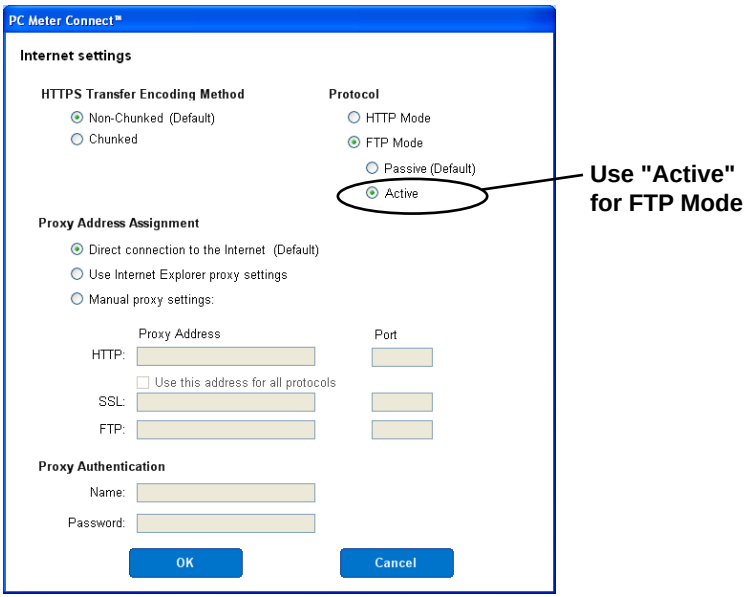
Problems Connecting to the Data Center via the PC

You can access www.pitneybowes.ca using Internet Explorer but you are having problems downloading files to your meter.

(see also "Troubleshooting" in *Appendix A - PC Meter Connect™.*)

1. Right click on the PC Meter Connect™ tray icon and select "Internet Settings".

2. At the Internet Settings configuration screen, choose "Active" for FTP Mode (see screen below) and click **OK.**



Internet Settings Screen in PC Meter Connect™

Accidentally Printing the Wrong Postage

Once you have printed a meter stamp, the postage funds have been “used up” by the machine, even if the printing is illegible. That’s why it is so important to make sure the correct value is shown on the machine before inserting the mail piece or tape sheet, and that you do not let the ink level get too low. We recommend you always keep a spare ink cartridge on hand just for this reason.

If you would like a refund, you can go in person to the Post Office where you meter is registered (i.e., the ZIP Code of your meter stamp) within 60 days of the meter stamp date. You will need to bring the specific meter stamps as proof for your claim (they must be legible) and complete form 3533 “Application and Voucher for Refund of Postage, Fees, and Services”.

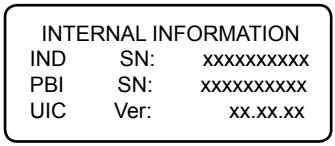
NOTE: If your application for refund is accepted, the USPS® will refund 90% of the original meter stamp amount.

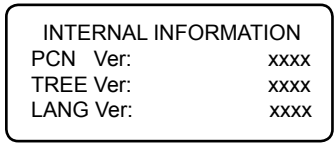
IMPORTANT: To help prevent you from accidentally printing a postage value that's more than you need, you can have your machine warn you when you manually key in a postage value that is higher than the values you typically use. This setting is known as the high value warning (see *Chapter 7 - System Options* to set this option). The high warning value feature is effective when you manually key in the postage value, but does not function if the internal rating feature is used.

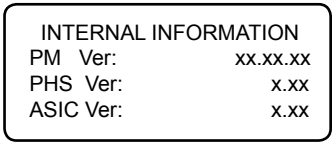
Viewing System Configuration Levels

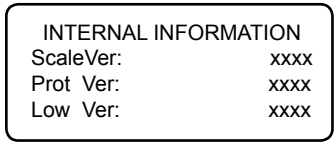
Sometimes in an effort to fix your problem over the phone, a Pitney Bowes agent may request you to look up the system level that is on your machine. Follow these steps to do this:

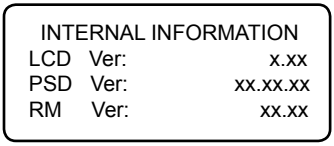
1. Press **Options.**
2. Press **Page Down** twice.
3. Select "Advanced Features".
4. Select "Maintenance mode".
5. Select "View system info".
6. There are various screens of information available about your machine. Press **Page Down** to scroll through all the screens if needed.

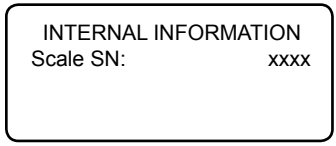


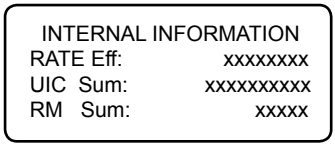












7. Press **Clear** (back arrow key) four times to return to the Home screen.

This page was put in as a placeholder so you can print this guide in a duplex (double-sided) mode while keeping the proper page positions.

12 • Supplies and Options

Supplies

Description	Number
Ink Cartridge, Red Fluorescent	793-5
Moistener Brush/Wick Assembly	946-1
Waste Ink Pad Replacement Kit (DM125/DM225)	52F-B
Double Tape Sheets—50	612-9
Double Tape Sheets—300	620-9
E-Z Seal® 4-Ounce Flip Top Bottles—4	601-9
E-Z Seal® 16-Ounce Bottles—4	601-0

Refer to *Pitney Bowes Contact List* on page *v* for web addresses and phone numbers to order supplies.

Options

Pitney Bowes offers a number of flexible options so you can tailor your mailing system to meet your exact needs today, and expand it as your business grows tomorrow. Contact your Pitney Bowes Sales Representative for more information (see page *v* in the front of this guide for web addresses and phone numbers).

Integrated Weighing Platform (Scale)

The weighing platform allows you to accurately weigh mail and packages. You can select from either a 5 lb. or a 10 lb. capacity scale. See *Chapter 3, Running Mail* for details on using the weighing platform.

Moistener

The moistener applies sealing fluid to the envelope flap. You can seal envelopes or leave them unsealed, depending on how you feed them. See *Chapter 3, Running Mail* for details.

Standard Accounting

The Standard Accounting feature tracks postage costs for departmental accounts. Depending on your model, you can order up to 50 accounts for your machine. See *Chapter 8, Standard Accounting* for details.

Options

Electronic USPS® Confirmation Services

This option allows you to get discounted fees from USPS® for selected services. See Pitney Bowes publication SV61156 for more information on this feature. Visit our website (see page v) and enter "SV61156" in the search box on the home page to locate and view this document

Postal Inscriptions/Advertisements

Your system comes pre-loaded with several envelope ads and postal inscriptions. These give your mail a professional appearance and can turn your mailings into a powerful promotional tool. Pitney Bowes can also provide additional envelope adds and inscriptions if your needs require it, up to a total of 20 ads and 20 inscriptions.

Optional inscriptions and ads are convenient to add because they are done as system downloads via the Pitney Bowes Data Center.

Appendix A • PC Meter Connect™ Desktop Application

About PC Meter Connect™ Desktop Application

PC Meter Connect desktop application is a high-speed connectivity option that eliminates the need for an analog line. Similar to Constant Connection (LAN Connection), PC Meter Connect™ enables your system to connect to the Internet but it does so via a Windows PC having an Internet connection.

You simply download the PC Meter Connect™ software from the Pitney Bowes website (see page v), install it onto a PC with an internet connection (broadband, DSL, network, etc.), and connect a USB cable between your machine and the PC.

There are two versions of PC Meter Connect™ documented in this guide, Basic for DM100i/DM200L, and Enhanced for DM125/DM225.

DM100i/DM200L Basic Version

This version allows your machine to communicate to the Data Center for postage downloads and rate/system updates via a PC with internet access. All functions are performed at the machine.

DM125/DM225 Enhanced Version

Besides the Basic features, the Enhanced version lets you, *from your PC*:

- walk through the entire installation process of your machine (if that is the method you choose when first installing)
- see status messages (such as "low funds") from the machine
- see or print your postage refill history
- set machine settings, such as date and time, printing options, presets, etc.
- run accounting reports

The Enhanced version also includes links from your PC to:

- demos to walk you through common procedures
- online support for your system
- the Pitney Bowes Online Store, which provides an easy and convenient way to order ink cartridges, E-Z Seal®, envelopes, and other supplies for your system.

NOTE: Topic headings in this manual that refer to a PC Meter Connect™ Enhanced feature will be listed in **green text.**

Installation Requirements

Before installing the PC Meter Connect™ software, make sure your PC meets these minimum requirements:

- Windows® 2000, Windows XP (32-bit or 64-bit), Windows Vista (32-bit or 64-bit), or Windows 7 (32-bit or 64-bit) operating systems with the latest service packs. Mac OS is not supported.
- 1.2 GHz processor and 512 MB of RAM
- administrative rights to install software
- an Internet connection

Installation

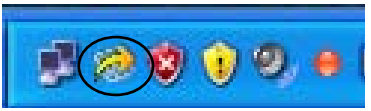
Download the PC Meter Connect™ software from the Pitney Bowes model-specific support website (see page *v*) to your PC with Internet access. Locate the USB cable supplied with your mailing machine and follow these instructions:

1. Do **not** connect the USB cable to your PC or your machine yet.

   Do **not** connect the power to your mailing machine yet.

   You will be prompted at the proper times to do these during the install.
2. Double-click on the install file that you downloaded to your PC.
3. The install program automatically starts. Follow the prompts on screen.
4. When installation is complete, a PC Meter Connect™ icon will be installed on your desktop and an icon will reside on your PC's system tray, usually in the lower right corner of the screen (see figures below).

Desktop Shortcut Icon



Icon in System Tray

5. To make sure you are running the latest version of the software, launch the application, select *Updates* tab, then select **Update Software.**

Access/Launching the Application

The program is loaded in the background automatically when you boot up your computer. You will know this by seeing the PC Meter Connect™ icon in the system tray.

NOTE: If the PC Meter Connect™ software was not running for some reason (you'll know this when you don't see the PC Meter Connect™ icon in the system tray), double clicking on the desktop icon will restart the software. Alternately, you may click on the Start button > All Programs > Pitney Bowes > PC Meter Connect. A PC Meter Connect™ icon will then appear in system tray.

If you connect or disconnect your machine from the PC, messages display from the PC Meter Connect™ icon in the system tray:

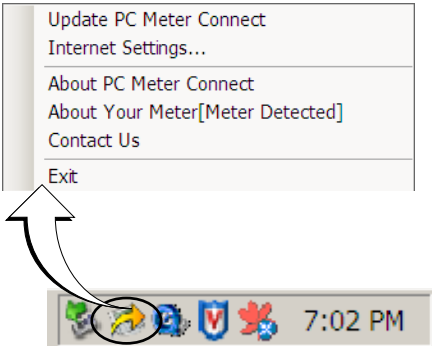
- "Meter Not Connected" displays when you disconnect your machine from the PC. The red "x" stays on the icon thereafter.

- "Meter detected" displays when you connect your machine to the PC (after it had been disconnected). The red "x" disappears.

To access more features of the program, review the following pages.

Accessing Features from the System Tray Icon (Basic Version)

If you right-click on PC Meter Connect™ icon in the system tray, you can access several options for the PC Meter Connect™ Basic software.



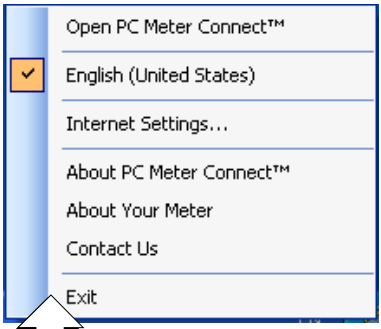
Options Screen for Basic PC Meter Connect™

Right Click on PC Meter Connect™ Icon in System Tray

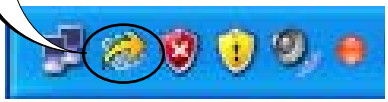
Option	Description
Update PC Meter Connect™	Connects you to a Pitney Bowes website for the latest version of the PC Meter Connect™ software
Internet Settings...	Allows you to change your Internet settings for best operation with PC Meter Connect™ (see *Trouble-shooting* section later in this chapter for more details)
About PC Meter Connect™	Lists the PC Meter Connect™ software version
About Your Meter	Displays whether or not the machine is connected to your PC.
Contact Us	Provides email and phone number information to contact Pitney Bowes
Exit	Exits the program (to restart, simply click on the PC Meter Connect™ desktop icon)

Accessing Features from the System Tray Icon (Enhanced Version)

If you right-click on PC Meter Connect™ icon in the system tray, you can access several options of the PC Meter Connect™ Enhanced software. These are *in addition* to the Main Window features described on the following pages.



Options Screen for Enhanced PC Meter Connect™

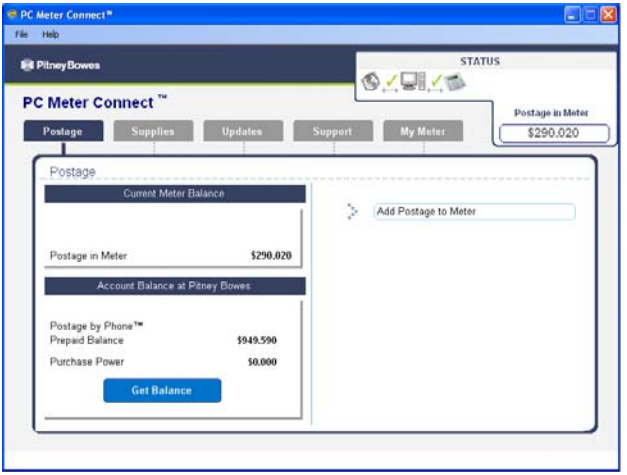


Right Click on PC Meter Connect™ Icon in System Tray

Option	Description
Open PC Meter Connect™	Launches main window of PC Meter Connect™ (see next pages)
English (United States)	Indicates language selected when program was installed
Internet Settings...	Allows you to change your Internet settings for best operation with PC Meter Connect™ (see *Troubleshooting* section later in this chapter for more details)
About PC Meter Connect™	Lists the PC Meter Connect™ software version. It also allows you to send the software logs to Pitney Bowes support for troubleshooting purposes.
About Your Meter	Provides the model, serial number, and other information about your machine
Contact Us	Provides email and phone number information to contact Pitney Bowes
Exit	Exits the program (to restart, simply click on the PC Meter Connect™ desktop icon)

PC Connect Main Window (Enhanced Version)

Once you double-click the desktop icon or the system tray icon, the PC Meter Connect™ Main window displays (see figure below). PC Meter Connect™ connects to the Data Center and provides the postage amount in your machine, your Postage-By-Phone account balance, your Purchase Power balance, and lists any updates needed.



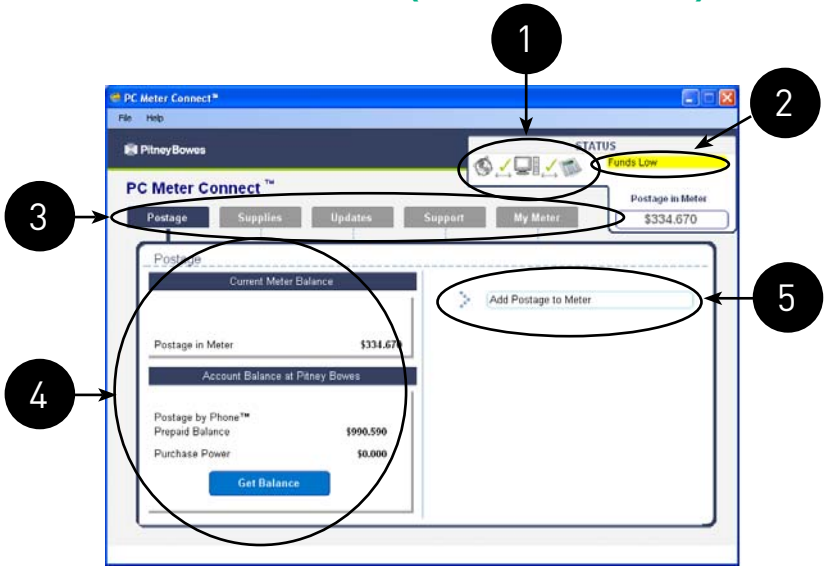
PC Meter Connect™ Main Window (after Connecting to Data Center)

An explanation of the features and the tabs accessible from the PC Meter Connect™ Main Window are provided on the following pages.

ⓘ ***NOTE:*** If you are accessing features from PC Meter Connect™ (Enhanced version), please keep in mind the following:

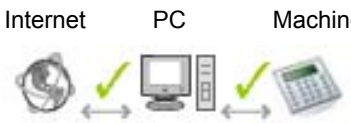
- If the system is in "sleep" mode, accessing a feature from the Main Window will "awaken" the machine.
- Once in an awaken state, the machine must be at the "Home" screen (ready to print postage) to use features found on the *Postage*, *Updates*, and *My Meter* tabs on the Main Window. Otherwise, a "meter is busy" message displays on the PC. This condition can happen, for example, if you have the Accounting option set up on the system and the machine is waiting for someone to select an account for printing postage.

PC Connect Main Window (Enhanced Version)

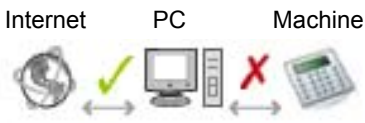


PC Meter Connect™ Main Window

1. **Connection Status**—indicates whether your PC can communicate with the Internet and to your mailing machine. A green check ✔ indicates a good connection, while a red **X** means the devices can not communicate.



Good communications



PC not communicating with machine

PC not communicating with Internet

PC not communicating with Internet or machine

PC Connect Main Window (Enhanced Version)

2. **Messages from Meter**—displays status messages (such as "Funds Low") to help you keep your machine up and running.
3. **Feature Tabs** *(described in detail on the following pages)*—allows access to the features of the software:

   Postage - for refilling postage and checking meter balances

   Supplies - for ordering ink cartridges, E-Z Seal®, envelopes, and other supplies for your machine from the Pitney Bowes website

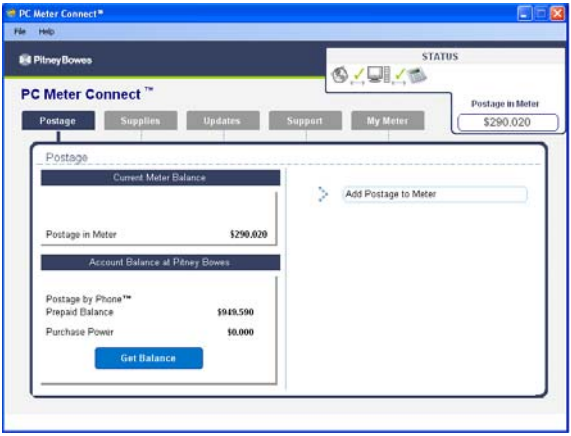
   Updates - for downloading updates for your machine, updates to PC Meter Connect desktop application, postal inscriptions/ envelope ads, perform USPS inspections and rate updates

   Support - provides links to online help, product demos, a PDF of this User Guide, online support, and FAQs.

   My Meter - allows you to set machine settings, such as date and time, printing options, presets, etc.
4. **Support Information**—displays the supporting data for the functions of the feature tab. For example, under the Postage tab, this screen displays funds (postage) available in your system in your Postage-by-Phone® account balance, and in your Purchase Power balance.
5. **Task Panel**—lists the tasks you can run from this feature tab. Click on the link to perform the task you want (such as "Add Postage to Meter").

Feature Tabs (Enhanced Version)

Postage



Postage Tab - Main Screen

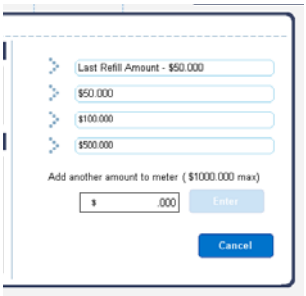
Support Information

Provides the postage amount in your system your Postage-By-Phone balance, and your Purchase Power balance.

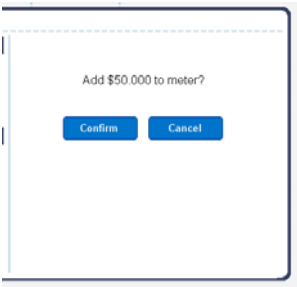
Task Panel

Allows you to add postage to your meter. Simply:

1. Click on **Add Postage to Meter**.
2. Select either the amount your used for your last refill or one of the predetermined amounts. (You can also enter another amount and click **Enter**).

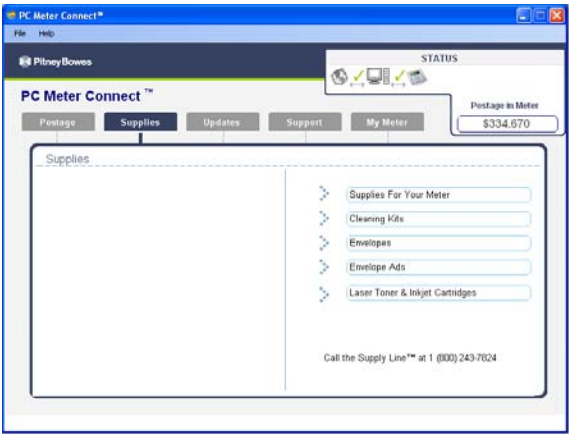


3. Click **Continue** to proceed with the refill (or **Cancel** if you changed your mind).



Feature Tabs (Enhanced Version)

Supplies



Supplies Tab - Main Screen

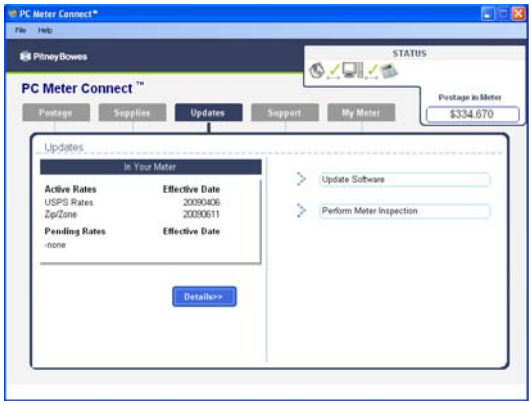
Task Panel

Provides links to the Pitney Bowes support website to order:

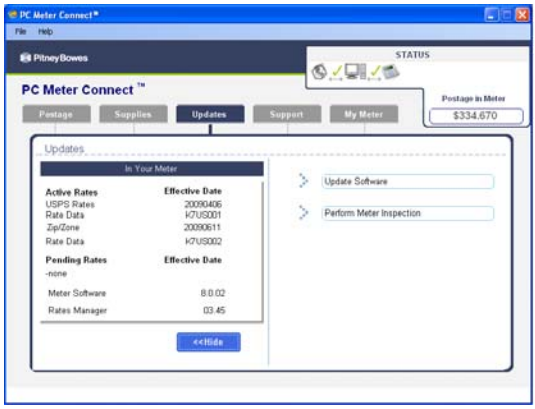
- Supplies
- Cleaning Kits
- Envelopes
- Envelope Ads
- Laser Toner and Ink Cartridges

Feature Tabs (Enhanced Version)

Updates



Updates Tab - Summary Mode Screen



Updates Tab - Detail Mode Screen

Support Information

Provides the rate version information stored in your system, in either a summary or detail mode**.**

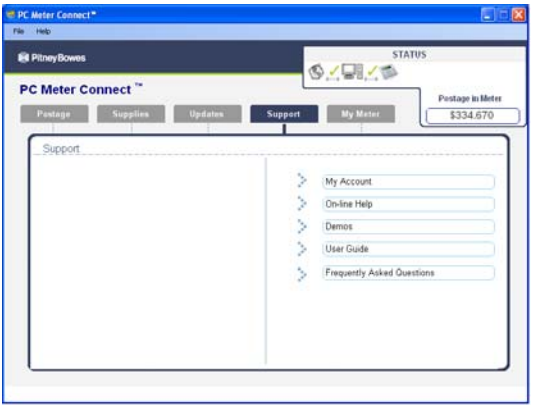
Task Panel

Allows you to connect to the Pitney Bowes Data Center and:

- update the mailing system
- perform a meter inspection

Feature Tabs (Enhanced Version)

Support



Support Tab - Main Screen

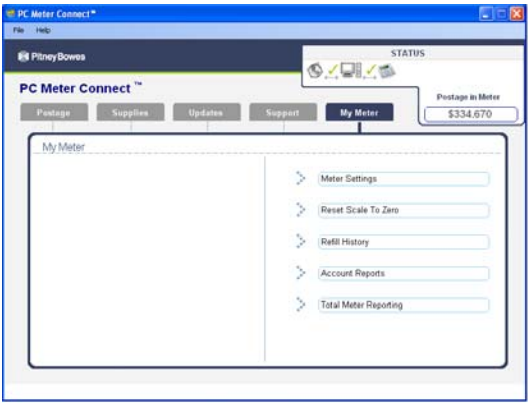
Task Panel

Provides links to the Pitney Bowes support website for:

- My Account
- On-line Help
- Demonstrations (Demos) about your machine
- PDF of this guide
- Frequently Asked Questions (FAQs)

Feature Tabs (Enhanced Version)

My Meter

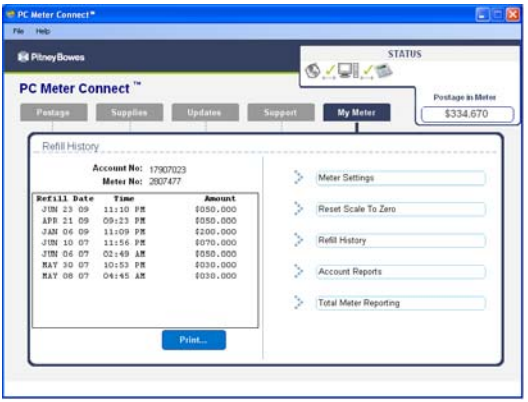


My Meter - Main Screen

Task Panel

Allows you to access to machine features such as:

- machine settings (date, time, preset, etc.). See next pages for details.
- resetting the scale to zero (see *Chapter 7 - System Options*)
- a postage refill history, either onscreen or by printing a report (see *Chapter 9 - Reports*)
- viewing or printing accounting reports (see *Chapter 8 - Standard Accounting*)
- link to INVIEW™ Total Meter Reporting on the Pitney Bowes website (if you have purchased that optional feature)



My Meter - Refill History Screen

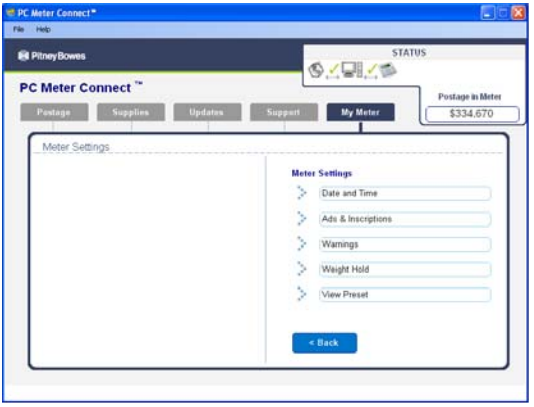
Feature Tabs (Enhanced Version)

My Meter (cont'd)

Task Panel

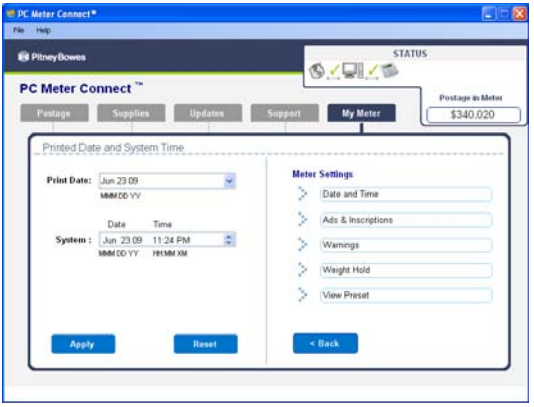
The Meter Settings screen (see below) provides access to these additional machine features:

- Date and Time (see *Chapter 4 - Printing Options*)
- Ads and Inscriptions (see *Chapter 4 - Printing Options*)
- Warnings (see *Chapter 7 - System Options*)
- Weight Hold (not implemented on this model)
- View Preset (see *Chapter 5 - Normal and Custom Presets*)
- Change Preset (see *Chapter 5 - Normal and Custom Presets)*



My Meter - Meter Settings Main Screen

Date and Time



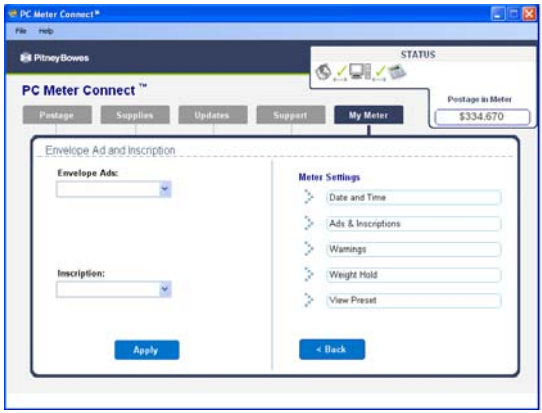
My Meter - Meter Settings Screen - Date and Time

Feature Tabs (Enhanced Version)

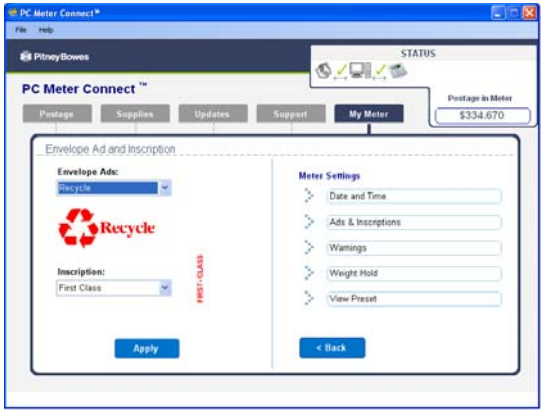
My Meter (cont'd)

Task Panel

Ads & Inscriptions



My Meter - Meter Settings Screen - Ads & Inscriptions (None Chosen)



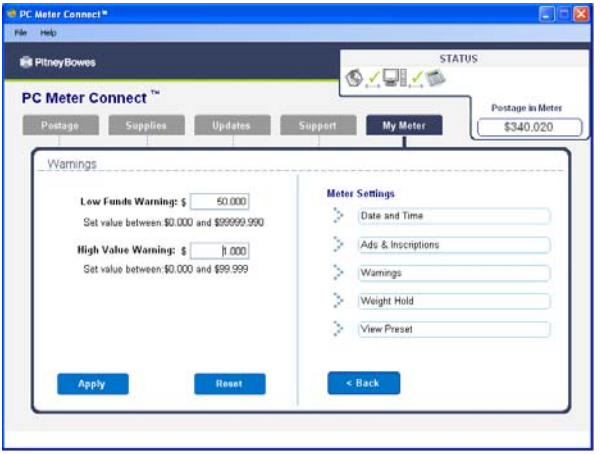
My Meter - Meter Settings Screen - Ads & Inscriptions (Chosen)

Feature Tabs (Enhanced Version)

My Meter (cont'd)

Task Panel

Warnings



My Meter - Meter Settings - Warnings Screen

Task Panel

View Preset

My Meter - Meter Settings Screen - View Preset

Troubleshooting

IMPORTANT:

- When using PC Meter Connect™, disconnect the analog line to your mailing machine.
- If you want to use the analog phone line method of connecting to the Data Center, unplug the USB cable from the back of the machine, then connect the analog phone line.
- If you have virus checking/firewall software installed on your PC (e.g., Norton, McAfee, etc.), please check your settings to ensure that FTP downloads are allowed. If FTP downloads are restricted, this will interfere with your machine downloading information from the Pitney Bowes Data Center when using PC Meter Connect™. If necessary, contact your network/IT administrator to confirm the proper settings.
- If you install PC Meter Connect™ on a PC with other Pitney Bowes applications, you will need to exit PC Meter Connect™ before you can use the other Pitney Bowes applications. Simply right-click on the PC Meter Connect™ icon in the system tray and select **Exit** to exit PC Meter Connect™. To restart PC Meter Connect™, just double-click on the PC Meter Connect™ desktop icon.

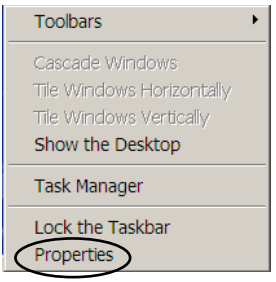
Displaying PC Meter Connect™ Icon on System Tray

If you minimize or close the PC Meter Connect™ window, the application will still be running in the background as indicated by the icon in the system tray. If you cannot see the PC Meter Connect™ icon in the system tray and you want to verify that the program is running, follow these steps to display all icons on your system tray.

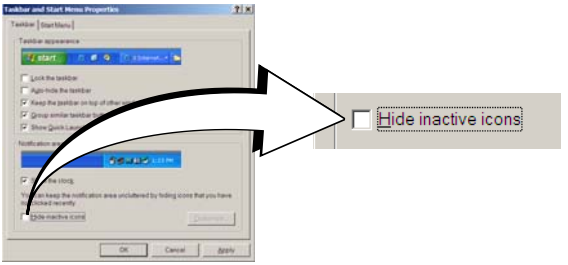
1. On your desktop taskbar (usually located on the bottom of your screen, although it may be moved to any side of your screen), right click on a blank area.

Blank Area of Desktop Taskbar

2. Click on **Properties** from the list of choices that displays.



3. At the Taskbar and Start Menu Properties window, on the Taskbar tab, verify that the *Hide inactive icons* field is unchecked (blank). If necessary, click to uncheck it. Click **OK** to finish.



4. If you see the PC Meter Connect™ icon in the system tray, you know the program is running. If you need to start the application, simply double-click the PC Meter Connect™ desktop icon (see figures on previous page).

Problems Connecting to the Data Center via the PC

You cannot access www.pb.com from your PC using Internet Explorer

Contact your IT administrator for any special setup needed to enable your PC and Internet Explorer to access the Internet.

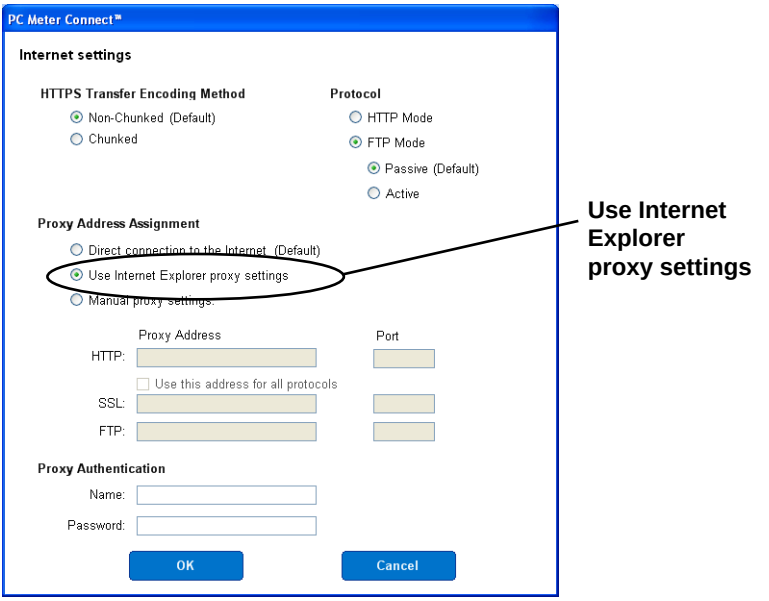
Problems Connecting to the Data Center via the PC

You can access www.pb.com using Internet Explorer but PC Meter Connect™ cannot detect the Internet.

1. Right click on the PC Meter Connect™ tray icon and select "Internet Settings...".

2. At the Internet Settings configuration screen, do either of the following:

   Solution A - Set your PC Meter Connect™ to use the same settings that Internet Explorer uses to connect to the Internet. Choose “Use Internet Explorer proxy settings” under Proxy Address Assignment (see screen below) and click **OK**.



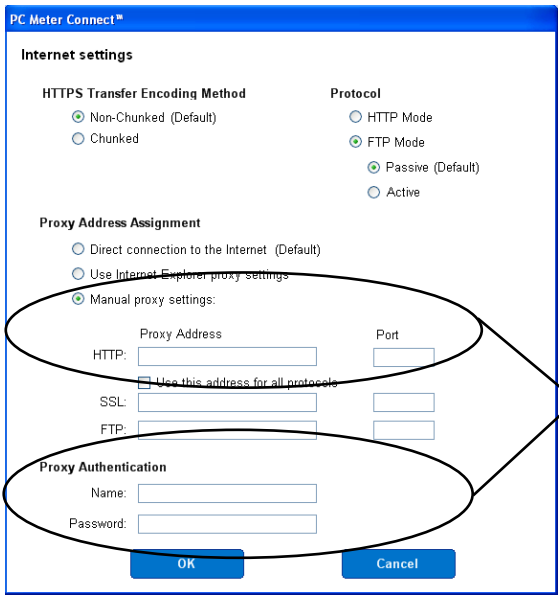
Internet Settings Screen in PC Meter Connect™

continued->>

Problems Connecting to the Data Center via the PC

You can access www.pb.com using Internet Explorer but PC Meter Connect™ cannot detect the Internet (continued)

Solution B - Enter your own network's Proxy Address and Authentication settings (if used). Contact your IT administrator for these settings. Click "Manual proxy settings", and enter the proxy settings and proxy authentication (if used) provided by your IT administrator (see screen below). Click **OK.**



Use "Manual proxy settings" (and "Proxy Authentication", if used)

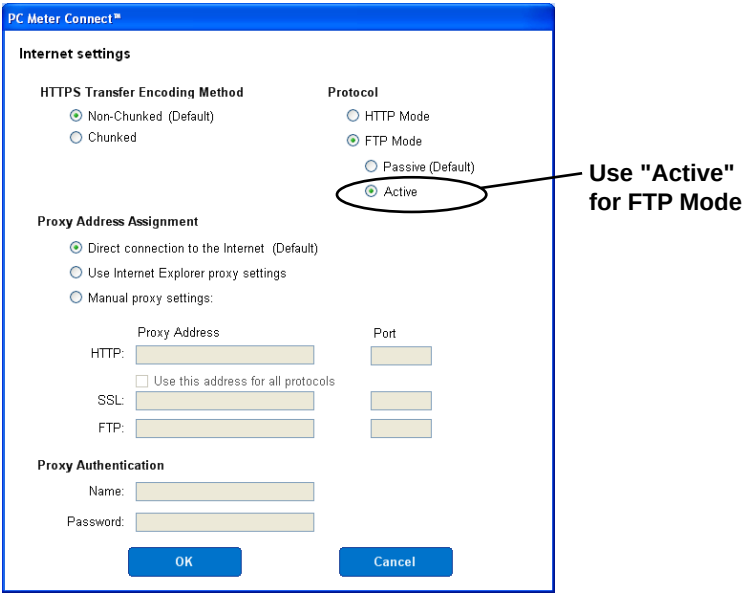
Internet Settings Screen in PC Meter Connect™

Problems Connecting to the Data Center via the PC

You can access www.pb.com using Internet Explorer but you are having problems downloading files to your machine.

1. Right click on the PC Meter Connect™ tray icon and select "Internet Settings...".

2. At the Internet Settings configuration screen, choose "Active" for FTP Mode (see screen below) and click **OK.**



Internet Settings Screen in PC Meter Connect™

Appendix B • How to Enter Text

When is Text Entry Used?

Text is entered for these functions:

- International mail (selecting a country)
- Entering Canada and UK Postal Codes
- Naming a Custom Preset
- Naming an Account in the Departmental Accounting feature

How is Text Entry Done?

Text entry is done via the numeric keypad in a fashion similar to current cell phone text entry. Each key, 2 through 9, has three or four letters displayed above it.

There is no dedicated key to switch between alpha and numeric mode. On those screens (and only those screens) where either an alpha or numeric character may be entered (e.g. preset names, postal codes, account names), press a numeric key to cycle through the 4 possibilities for that key. For example, pressing the “2” numeric key cycles through "2" - "A" - "B" - "C". Extended character sets are provided for foreign markets on a country-by-country basis. In those cases, a numeric key may be pressed more than four times to cycle through the complete character set associated with a key.

Postal Codes

In postal codes, all alpha characters are uppercase. For non-US postal codes that follow a fixed format of alpha and numeric characters, only the appropriate alpha or numeric in each specific position is allowed.

Custom Preset Names and Account Names

For Preset names, and Account names, the first letter of the first word automatically defaults to uppercase.

If you wish to enter two consecutive alpha characters that are located on the same numeric key (such as “DE”), you must wait for the cursor to automatically move right to the second character’s position before entering the second character. There is about a 1-second delay following an alpha entry before the cursor moves one position to the right.

Special Characters

Special characters are accessed by repeatedly pressing the “1” key. Special characters include:

Symbol	Name
,	Comma
*	Asterisk
.	Period
:	Colon
$	Dollar sign
-	Minus sign (dash)
?	Question mark
/	Forward slash
\	Back slash
(	Open parenthesis
)	Close parenthesis
!	Exclamation point
@	“At” sign
+	Plus sign
#	Number sign
^	Carrot
=	Equals
&	Ampersand
%	Percent
_	Underscore
"	Quotation mark

The zero (0) key on the keypad functions as the space key. The word “Space” is printed on the machine to indicate this.

The decimal point key (.) functions as the Shift key. The word “Shift” is printed on the machine to indicate this. This key toggles between “all uppercase letters” and “all lowercase letters.” The current mode is presented on line 4 of the display. **ABC** to indicate the uppercase mode, or **abc** to indicate the lowercase mode.

Appendix C • Glossary

Account—set up when using the Standard Accounting option. An account can be an organization, person, department (e.g., “Sales”), or project to which postage is charged. You can assign a unique name to each. The machine stores the total postage used and the number of mail pieces processed for each account. The total number of accounts available on your machine depends on the option purchased.

Advertisement, Envelope—An advertising message that appears next to the machine's meter stamp. You can choose from an array of standard and custom ads.

Analog Line–a "standard" phone line supplied by the phone company. You use an analog phone line when you connect to the Pitney Bowes Data Center using your machine's modem. Analog phone lines are usually Fax lines, residential phone lines, and lines used by modems or credit card readers**.** See also *Digital Line*

Default—A value or setting the machine automatically uses unless you change it. As delivered, your machine has factory-set defaults or “normal” settings. You may change these if you wish.

Digital Line–a type of line used on digital phone systems (so called PBX systems). Many PBX manufacturers have designed phone systems that deliver much more current to the phone than does a "standard" analog phone line supplied by the phone company. As a result, if you connect your machine's modem to a PBX digital line, thinking that it’s an analog line, you could damage your modem with too much current and not even know it.

Home Screen—The machine display that shows your current selections. It indicates that you're ready to print postage.

Inspection—The process of examining the postage usage through the machine to assure accurate postal funds accounting. Your machine is subject to remote inspection whenever you add postage to it. If you haven't refilled your machine for 90 days, the display shows the message "Connection Due”. If you haven't refilled it for 120 days, you'll see "Connection Required By Post”.

To do an inspection, simply add postage or connect to the Data Center.

IntelliLink®—A Pitney Bowes technology that allows you to download machine features, postal rates, and system updates via a digital link.

Lock Code—A four-digit code that can be set up which acts as a password to gain access to the machine after it powers up or after it is awakened from a sleep mode.

Meter Stamp—The imprint produced by the machine (machine stamp or indicia). Depending on your settings, it may include:

- The indicia (includes the postage amount, date, ZIP code, etc.)
- An advertisement, which is an optional part of the machine stamp that lets you convey your own special message to the mail recipient.

Modem–a device on your machine for connecting to the Pitney Bowes Data Center over a standard (analog) telephone line. This modem should NOT be connected to a digital line (as is used on most PBX systems in offices).

Origin Postal Code—The Postal Code assigned to your city or town. Mail processed on your machine must be posted from a location in your Postal Code area.

PC Meter Connect™–a small desktop software application you install on your PC to allow your machine to connect to the Pitney Bowes Data Center through your PC's Internet connection rather than over a standard telephone line. Postage refills and system updates can be completed efficiently and much quicker via the Internet.

Postage-By-Phone®—A service available through Pitney Bowes that allows you to buy postage and check account status via a phone line or the Internet. It also permits convenient postal inspection.

Presets—A custom machine setting you can call up instantly at the push of a button. You can assign each preset a number of values, depending on the postage mode you're in, how your machine is set up and what options are installed. A preset will always have a name and postage amount, and could also have an account, ad, class of service, operating mode and other values assigned to it.

Serial Number—The serial number found on the rear of the machine.

Sleep Mode—An energy-saving feature of your machine that clears the display after a certain period of idle time. Pressing any key wakes up the display.

Standby Mode (DM125/DM225 only) – The lowest power consumption mode that may persist for an indefinite time when the product is connected to an outlet and switched "off" at the back of the machine. Standby is the product's minimum power mode.

Supervisor Password—A four-digit code that can be set up to protect unauthorized users from changing accounts when using the Standard Accounting feature.

Tape Sheets—A sheet of self-adhering paper which you print postage on and apply to a piece of mail or package that is too big or thick to be processed through the machine.

Appendix D • Specifications

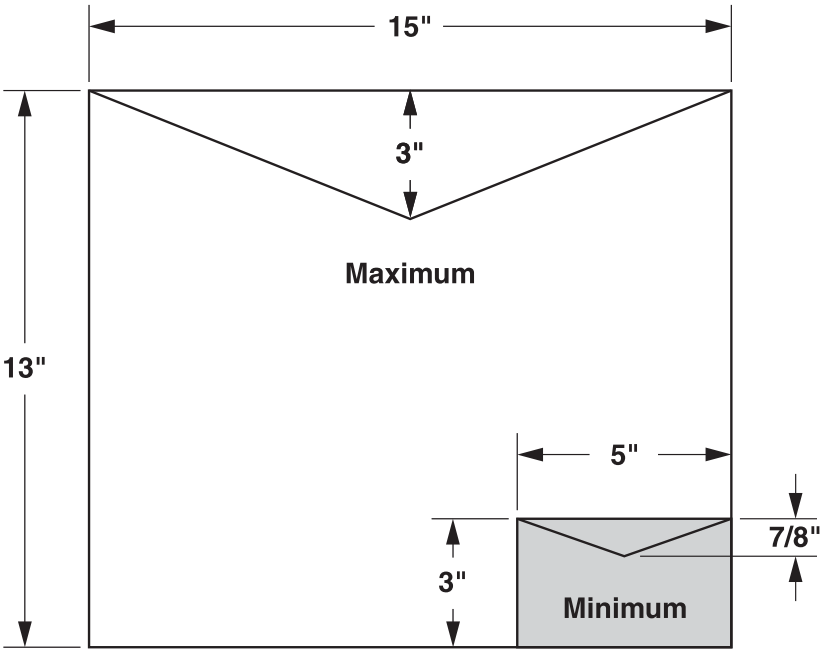
Equipment

Size	**DM100i/DM200L** *Base Model* 8.5" (215 mm) H x 13.6" (345 mm) W x 15.8" (401 mm) D *With Scale* 8.9" (226 mm) H x 13.6" (345 mm) W x 15.8" (401 mm) D *With Scale and Moistener* 8.9" (226 mm) H x 18.5" (470 mm) W x 15.8" (401 mm) D **DM125/DM225** *Base Model* 9.7" (246 mm) H x 13.6" (345 mm) W x 15.8" (401 mm) D *With Scale* 10.1" (257 mm) H x 13.6" (345 mm) W x 15.8" (401 mm) D *With Scale and Moistener* 10.1" (257 mm) H x 18.5" (470 mm) W x 15.8" (401 mm) D
Weight	**DM100i /DM125i** 15 lbs. (6.8 kg) **DM200L/DM225L** 16 lbs. (7.3 kg)
Power Requirements	100-240 VAC, 50/60Hz. 1.0A
Ports	**DM100i/DM200L** 1 USB Slave, 1 RJ-11 **DM125/DM225** 2 USB Host, 1 USB Slave, 1 RJ-11
Operating Temp.	40°F (4°C) to 108°F (42°C)
Sound Level	Machine noise is less than 70dba in accordance with EN ISO 7779, and ANSI 12.10.
LCD Display	4 lines, 20 characters long
Throughput	**DM100i** Up to 30 letters per minute **DM125** Up to 35 letters per minute **DM200L** Up to 40 letters per minute **DM225** Up to 45 letters per minute Actual throughput will vary, depending on the material used, machine condition, use of moistener, etc.
Print Resolution	600 x 400 dpi
Print Image Area	At least 1" (25.4 mm) x 6-5/8" (170 mm)
Ink Cartridge Life	Up to 3,000 impressions without an envelope ad. Actual ink yields vary with usage, graphics printed and environmental conditions.
Tape Sheets	Self-adhesive type, dual tape sheets for use on mail pieces that are too thick/ large to run in machine.
Envelope Ads	Up to 20 (internally held)
Postal Inscriptions	Up to 20 (internally held)
Maximum Imprint	$99.999

Material (see also figure below)

Minimum Size	5" x 3" (127 mm x 76 mm)
Maximum Size	15" x 13" (381 x 330 mm)
Minimum Flap Depth	7/8" (22 mm)
Maximum Flap Depth	3" (76 mm)
Minimum Thickness	0.007" (0.18 mm)
Maximum Thickness	3/8" (9.5 mm)
Maximum Stack Height for Mail	2.5" (60 mm)

IMPORTANT: For best results, always make sure your material conforms to these specifications.



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